



Job Description

Analyst, Accelerator

Position Overview

Room to Read Accelerator is a technical assistance arm that is set up to disseminate our knowledge in literacy in the primary grades and girls' education to a wider audience, thereby, maximizing our impact.

The Analyst, Accelerator is part of the Global Office (GO) Accelerator team, and reports to the Director, Accelerator. The Analyst supports the Director and Accelerator Project Managers in their day-to-day financial and administrative tasks by preparing project invoices to ensure they are accurate and submitted on time, and payments to partners are approved in a timely manner; collecting and reviewing timesheets; coordinating short-term technical assignments; managing project documentation; and other duties as assigned. The Analyst, also supports department activities such as the Annual Planning & Budgeting process. Finally, the Analyst will assist the Director with the Department's knowledge management – building and managing a library of project documents and lessons learned.

This position is based in San Francisco, CA, and is initially a year-long a renewable contract, renewable annually contingent on sufficient on funding.

Duties & Responsibilities

Project Management Support:

- Performs monthly reconciliation in excel of transactions on Accelerator projects using general ledger reports provided by the Accounting team.
- Prepares invoices for expense reimbursement by reviewing and coding expenses, matching receipts to the General Ledger, reviewing time sheets, base pay and fringe benefits. Ensure expenses are correctly attributed as allowable or unallowable.
- Prepares, submits, and reviews receipts and payments to partners in a timely manner.
- Responsible for obtaining and maintaining documentation and approval for all transactions processed.
- Prepares internal reports such as monthly forecasts.

Administrative Support:

- Supports field office operations on an as-needed basis, including coordinating short-term technical assistance requests, and travel approvals.
- Maintains an organized and consistent filing system for project related documents.
- Coordinates and participates in meetings with relevant internal and external parties.
- Support the Annual Planning & Budgeting process by working with project managers to determine monthly forecasts and entry of budgets into the planning software.
- Assist the Director with Accelerator knowledge management by helping to build and maintain a library of project documents including documentation of best practices, and lessons learned.
- Maintains the photo library from Accelerator projects.
- Carries out additional duties and assignments as designated by the Director.

World Change Starts with Educated Children.®

465 California Street, Suite 1000, San Francisco, CA 94104 USA
t +1 415 839 4400 f +1 415 591 0580 www.roomtoread.org



Qualifications

Required:

- Bachelor's degree or relevant work experience
- Minimum of 1-2 years of prior work experience
- Experience with quantitative work related to account reconciliations, accounts payable, field accounting, financial management, and/or project management
- Demonstrated experience in data and file management in Excel
- Strong knowledge of MS Office applications
- Ability to work both independently and as part of a team
- Strong organizational and work prioritization skills
- Meticulous attention to detail
- Prior success working closely and building relationships with diverse groups of people
- Proven effectiveness working, or volunteering, in a non-profit organization that is focused on maintaining high quality work and low overhead
- Proven track record of achieving results
- Excellent verbal and written communication skills in English
- Legally eligible to work in the United States; no sponsorship provided

Preferred:

- Experience working with projects funded by bi-lateral or multi-lateral organizations, and familiarity with USAID Rules and Regulations
- Experience working with geographically dispersed teams

Compensation:

Room to Read offers a competitive salary with excellent benefits. Benefits include health, dental, vision, long-term disability insurance, life insurance, commuter benefits and a 401K match. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun, and rapidly growing organization that is changing transforming the lives of millions of children in developing countries by focusing on literacy and gender equality in education.

Application Procedure:

Qualified candidates are invited to apply [here](#). You will be asked to complete an online application and upload your resume and cover letter. You will receive an email confirmation when your application has been received.

Due to high applicant volume, we regret that we are not able to send personalized responses to all applicants. However, if you need technical assistance, please email hr@roomtoread.org. Applications are accepted until the position is filled.

Room to Read is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds.

World Change Starts with Educated Children.®

465 California Street, Suite 1000, San Francisco, CA 94104 USA
t +1 415 839 4400 f +1 415 591 0580 www.roomtoread.org