

## Finance Associate, Accounts Payable (AP)

**Location:** Virginia  
**Division:** Domestic Accounting  
**Status:** VA-Based Full Time  
**Position Number:** 17:045

### Project Description:

The Finance Associate, Accounts Payable (AP) is the entry level position in the Finance/Business Operations department with the primary responsibility of supporting Accounts Payable team in reviewing and processing domestic and international Accounts Payable transactions

### Responsibilities:

- Process invoices on a timely basis, ensuring proper documentation, appropriate sign off and data entry.
- Process travel expense reports and consultant timesheets, including a detailed review to ensure all receipts are accounted for, per diems are calculated correctly, and reimbursement complies with internal travel policies.
- Review and process other accounts payable transactions including travel advances and monthly field office advances as needed.
- Ensure all AP vouchers are properly entered in tracking database.
- Interacts closely with grant/contract administration, program staff to ensure the accuracy and completeness of proper documentation.
- Responds to internal and external inquiries in a timely and professional manner.
- Assists with reconciling advance accounts and researching issues.
- Assists with special projects such as the annual A-133 audit.
- Other duties as assigned.

**POSITION SCOPE:** Provides accounts payable support necessary for the team to achieve its goals. Job duties are fairly straight forward and require following common procedures and guidelines. Manages own workload, time and priorities, with general guidance from supervisor.

**DECISION MAKING/PROBLEM SOLVING:** Has the knowledge and skills to identify solutions to routine problems. Produces useful ideas or explanation for circumstances, but may need guidance on execution for results. Understands and applies policies and proactively suggests solutions/improvements on issues.

**FISCAL RESPONSIBILITY:** Under the supervision of the supervisor, prepare and process invoices, travel expenses, and AP vouchers for domestic and international transactions. Prepares routine financial reports in compliance with IFES policies and procedures. Processes routine transaction in compliance with IFES procedures.

**RELATIONSHIPS:** Develops and sustains productive working relationships with assigned internal and external partners to coordinate activities, manage information and report project status. Working relationships require discretion and ability to maintain confidentiality.

**SUPERVISION EXERCISED:** None

**Qualifications:**

**Education:** Bachelor's degree in accounting, finance or related field.

**Experience:** Experience with Accounts Payable is highly desirable.

**Related Skills or Knowledge:** Experienced with Microsoft Excel, Word, and PowerPoint required. Introductory experience in proposal development support a plus. Familiarity with USAID regulations helpful. Detail oriented and organized. Ability to prioritize, take direction, and handle varied tasks within deadlines. Strong communicator, both verbally and in writing. Collaborative, team oriented individual.

**LANGUAGE SKILLS:** English required. Proficiency in Spanish, French, Arabic language a plus.

**TRAVEL:** Limited

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Standard office work environment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job

Copy/paste; Paste Options and Merge Formatting to clean up if needed

**How to Apply:**

You **must** go to <http://www.ifes.org> to the Careers section and apply online. Applications are **only** accepted in this way. Make sure you upload all papers together (e.g. resume, cover letter, application, etc). Resumes will only be reviewed and accepted for consideration if submitted through our Careers page.

[Direct Link](#)