

Finance Officer

World Learning has an immediate opening for a Finance Officer. The Finance Officer will serve as the financial point person for a medium size project portfolio, and will oversee financial aspects of awards from the proposal stage to closeout stage, including financial reporting to donors and internal stakeholders, developing and modifying budgets, reviewing project expenditures, and responding to questions from external auditors. The position will be based in World Learning's headquarters office in Washington D.C.

Responsibilities

Portfolio Management

- Prepare all Journal Entries for projects under management and ensure they are correctly posted in accounting system and filed for adequate audit trail, including payroll journals, field expense report journals and escort expense report journal.
- Prepare project specific payment vouchers and ensure they are correctly processed in accounting system and filed for adequate audit trail.
- For projects with participants, ensure various participant payments are entered in accounting system, checks are issued on time and per approved schedule.
- Receive, review and process wire transfer requests from field offices and sub-recipients.
- Reconcile or review reconciliation of bank statements, petty cash, advance and other accounts with general ledger to ensure safety of World Learning's assets.
- Review or prepare various financial reports for external donors and internal stakeholders. Provide feedback and analysis to counterparts in program departments and field colleagues on areas with significant over/under spending.
- Maintain financial systems up-to-date with correct chart of account and other relevant data.
- Track required cost-share and notify appropriate program departments if World Learning is at risk of not meeting its legal cost-share requirements.
- Liaise with sub-awardees to ensure timely reporting, funding and compliance, including follow-up on status of their audit report.
- Provide support to field offices, including some international travel to facilitate training and capacity building as necessary.
- Prepare closeout documentation for projects under management in accordance with US Govt. regulations and internal World Learning procedures.

Proposal/Budget Development

- Participate in new program development by working with Program Development and Technical Units and leading preparation of proposal budget, budget narrative and cost proposals;

- Work with program and field teams to identify need for budget revision, lead the budget revision process and its submission to the donor.

Audit and Compliance

- Review paperwork for all expenditures and ensure compliance as defined by U.S. Govt. and other donors;
- Maintain audit files with all relevant documentation, including proposal, budget, budget narrative, agreement, formal communication with donor, agreement modifications, pre-approvals, financial reports, sub-award documents and other relevant paperwork;
- Ensure all documents are readily accessible in a timely manner during the A133 audit process. Assist Finance Director and Managing Senior Finance Officer in responding to audit inquiries to eliminate any possible disallowed costs.

Other Financial Management

- Work with Corporate Finance Manager on an annual/monthly basis to ensure accurate budgeting and re-forecasting of International Development Program's financial targets, including portfolio revenue and its contribution to the change in net assets;
- Stay up-to-date with U.S. Govt. regulations on cost principles and audit. Participate in relevant capacity building events to enhance understanding of applicable federal regulations;
- Perform other duties as assigned.

Qualifications

- Bachelor's or Master's degree in accounting, finance, international business or related field;
- 2-3 years of US Govt. grant or contract financial management experience, with previous experience with USAID and DOS regulations (OMB Circulars, Code of Federal Regulations and Federal Acquisition Regulations) highly desirable;
- Experience with budget preparation using Excel, and one or more accounting software packages; experience with Intacct or Crystal Reports is a plus;
- Willingness to travel to field offices, with overseas experience working in developing countries preferred.
- Ability to manage and prioritize multiple concurrent initiatives;
- Excellent oral and written communication skills;
- Proficiency in using MSWord, Excel, and Power Point;
- Excellent organizational skills with a willingness to assume responsibilities and take initiative; ability to be a team player.

Application Instructions: Please apply to this position through World Learning's [employment page](#).