

## **Finance Accountant-Project Accounting**

**Location:** Virginia

**Division:** International Accounting

**Status:** VA-Based Full Time

**Position Number:** 17:177

### **Project Description:**

The Finance Accountant, Project Accounting assists the Sr. Finance Accountant, Project Accounting (may also function as Team Lead in the absence of a Sr. Finance Accountant for a specific portfolio or action). The Finance Accountant assists/monitors and coordinates financial activities for their assigned programs. The function of Project Accounting is to take a proactive approach to the oversight of financial transactions within their portfolio. The Project Accounting team works with the Program Team to design, propose, and start up new projects and field offices, monitor the costs and deliverables of the projects, and ensure accurate and timely reporting to the donor(s). Works with other Project Accounting team members to provide full service accounting for projects to include funding requests, project data and budget setup in Costpoint, advance account reconciliation, billing and collecting and processing journal entries. The Finance Accountant, in coordination with others in the Business Operations department, will help to support IFES' programmatic areas and both its HQ and global field offices and sites.

### **Job Responsibilities:**

Work with Programs to develop a viable, comprehensive cost/schedule plan that reflects the planned performance of all work and ensures contractual compliance and successful delivery of the project outcomes.

- Help to maintain a comprehensive control system, including policies and reporting procedures, that insures efficient financial performance by programs and provides accurate and timely reporting to IFES senior management, program managers, and program staff in headquarters and field offices.
- Assist the Senior Finance Accountant in the tracking, analysis, and reporting of projects of varying contract type, size, complexity, and level of risk.
- Interact with and advise program staff of financial policies and procedures for IFES and donor organizations.
- Work with other Project Accounting team members to provide full service accounting for projects to include funding requests, project data and budget setup in Costpoint, advance account reconciliation, billing and collecting and processing journal entries.
- Review and process project transactions and reports to insure compliance with IFES policies, A-133 regulations, and donor requirements.
- Generate monthly billings and/or quarterly 425 reports and conduct unbilled analysis.

- Track advances, reviewing balances in deferred revenue accounts, and spending planning.
- Assist in monitoring program performance vs. budget and funding.
- Provide data and reporting formats for all types and levels of program reviews and financial reports using Costpoint and Cognos.
- Review and upload data from Quick Books.
- Work with Senior Finance Accountant to prepare month-end reporting and account reconciliations. Notify Senior Finance Accountant of any financial or compliance anomalies.
- Assist in conducting financial training in the field and at headquarters to support understanding of financial systems and procedures, suggest updates to the field financial handbook and desk procedures as needed.
- Process cost corrections. Maintain labor workforce in Costpoint.
- Assist in supporting project and annual financial audits.
- Assist with special projects.
- Other duties as assigned.

**POSITION SCOPE:** Provide financial support functions and perform moderately complex job duties requiring familiarity with contract compliance and financial controls. Works with the Program Team to design, propose, and start up new projects and field offices, monitor the costs and deliverables of the projects, and ensure accurate and timely reporting to the donor(s). Contribute to the development of work plans that ensure contractual compliance and successful delivery of project outcomes. Coordinate work activities with internal and external partners.

**DECISION MAKING/PROBLEM SOLVING:** Identify multi-faceted problems affecting achievement of goals, requiring research into internal and external factors. Analyze and interpret issues and propose alternative solutions relying on knowledge of professional standards and principles. Consult with necessary stakeholders to develop or introduce new and improved methods or procedures.

**FISCAL RESPONSIBILITY:** Perform regular tracking, analysis and reporting of project financial data. Provide full service accounting for projects and ensure compliance with IFES policies, A-133 regulations and donor requirements. Monitor program performance vs budget and funding and prepares month-end reporting and account reconciliations.

**RELATIONSHIPS:** Maintain collaborative working relationship with team members and other staff, both within the headquarters and field offices. Initiate contact with staff in other departments to exchange detailed, substantive information and coordinate activities necessary to achieve work goals. Requires highly-developed interpersonal skills, involving active listening, creativity and problem solving, to assure desired outcomes.

**SUPERVISION EXERCISED:** Supervise entry level staff. Participate in planning and implementing work activities with internal and external partners and contribute to evaluation of results.

**Qualifications:**

**Education:** Bachelor's degree in Accounting or High School Diploma and 8 years of experience.

**Experience:** Bachelor's degree and 4 years of progressive experience in the finance or accounting field, or High School Diploma and 8 years of experience in the finance or accounting field preferably with USAID and non-USG donor business development and government grants and contracts. Experienced collaborator and contributor to successful proposal development efforts. Understanding of OMB A-110, 122 and 133, FAR, CAS and 22 CFR 226. Understanding of multiple contract types, including time and materials (T&M) and cost plus fixed fee (CPFF). Experience with financial reporting software packages. Deltek Costpoint, Cognos, and Quick Books experience strongly desired.

Related Skills or Knowledge: Experienced with Microsoft Office required. Detailed oriented and organized. Excellent oral and written communication skills. Collaborative, team oriented individual.

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

**TRAVEL:** Travel up to 10% of the time.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

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

**To Apply:**

You must go to [www.ifes.org](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 (ie. cover letter and application, etc.). Resumes are only reviewed and accepted if submitted through our careers page.

**Direct Link:**

<https://www.vs4.vscyberhosting.com/ifes/?adata=EGUmRGpOItjttF2sLr7OIm3rF%2fNzosVcdcYQc18rzZAFrTRpw%2bc3MCSW4S1Szirp7ynF8YiBdQ1DAdWTY8KRvuh%2bsFwiVo6KdkHWoXF0HhloSVysfpZOgZcSgY54n6HS6F5T24ZbpBwlHO7FI%2fijXtwoNoGjWODC9njnvcWQ8hipQxs%2f82YAMdpK%2fviZCSTiWvnAp0fZ1BDg5d9djHW1HDU%3d>