

Celebrating over 100 years of supporting cooperatives that build a better world, the National Cooperative Business Association CLUSA International (NCBA CLUSA) is the apex association for cooperative businesses in the United States and an international development organization. NCBA CLUSA provides cross-sector support, advocacy and international development that helps co-ops thrive. NCBA CLUSA continues to advance and protect cooperative enterprises, highlighting the impact that cooperatives have in bettering the lives of individuals and families. In the last 60 years, NCBA CLUSA has worked in over 85 countries in Asia, Africa and Latin America.

NCBA CLUSA is currently seeking a qualified candidate for the position of Temporary Project Accountant in our Washington, DC office.

SCOPE AND PURPOSE:

Financial point person for a project portfolio and oversee financial aspects of awards from the startup stage to closeout stage, including financial reporting to donors. **This is a temporary position with the potential of becoming full-time.**

ESSENTIAL AREAS OF RESPONSIBILITY

- Monitors compliance with programmatic objectives, financial obligations, and reporting requirements as outlined in the contracts and grant agreements;
- Reviews and analyzes approved budget vs. actual program status reports to ensure the accuracy of data and prevent cost overruns;
- Monitors and analyzes all monthly award expenditures, funding obligations and program budget projections;
- Verify accuracy and compliance of accounting file documentation maintained by the field office;
- Performs all reporting functions to the funders including the preparation of quarterly SF-425 financial reports;
- Serves as liaison for all field audits and keep management informed of pending issues;
- Assists in finance systems startup and closeout of project accounts upon project completion;
- Assists the finance department on projects related to cost allocation methods, budget templates, awards compliance policies, etc.;
- Review field transactions import monthly field reports into home office accounting system;
- Reconcile project balance sheet accounts, including: bank accounts, employee travel advances, advances to sub recipients, deferred revenue accounts, contract receivable balances, payroll liabilities and inter-company accounts;
- Monitors progress made to fulfill all program cost sharing commitments;
- Oversee review and analysis of program payment requests and cash requests;
- Provides clear oral and written communication to support financial and non-financial staff on various accounting issues;
- Travels to overseas project (field) locations to facilitate training and capacity building; and
- Other duties as assigned.

SKILLS AND EXPERIENCES

- Bachelor's degree in accounting, finance, or business, or an advanced degree in finance-related fields from an accredited institution in a relevant field plus a minimum of four years' experience using accounting skills. Master's degree preferred.
- Prior experience working with multiple donor funded projects.
- Experience with US Government regulations OMB Circulars A110, A122, A133, 22 CFR 226, and 2CFR 200E
- Experience with USAID Project financial oversight
- Experience with QuickBooks and other Accounting software, Sun Systems preferred.
- Overseas experience working in developing countries preferred.
- Advanced Excel abilities.
- Analytical and critical thinking.
- Excellent written and verbal communication skills.
- Professional-level proficiency in a foreign language (French, Spanish, or Portuguese preferred.)
- Results and Detail Oriented.
- Ability to work collaboratively with a diverse group of people.
- This position requires a positive attitude, attention to details, ability to motivate people, ability to set priorities, negotiate, problem solve, and strong interpersonal communications skills.
- Ability to travel is preferred.

Interested? [Click HERE to Apply](#)

NCBA CLUSA is an equal opportunity/affirmative action employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply; all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, and legally protected characteristics for non-merit factors.

NCBA CLUSA is committed to providing reasonable accommodations to qualified individuals with disabilities in all facets of employment, including the employment application and selection process. If you have a disability that affects your ability to use our online system to apply for a position at NCBA CLUSA, please send an email to [Misti French](#) or call 202.638.6222.