Job Title: Bookkeeper/Accountant
Location: Washington, DC

Main Purpose of the job: Manage the company’s financial transactions, invoicing, accounts receivable, accounts payable and cash disbursements

Reporting to: Contracts and Accounting Manager

Organization Information: WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. WEConnect International has since 2009 provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed and controlled by one or more women. WEConnect International corporate members represent over $1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

www.WEConnectInternational.org

Job Overview: WEConnect International is a non-profit 501 c (3) entity, whose mission is focused on increasing purchasing spend with international women owned businesses. WEConnect is seeking a detail-oriented Staff Accountant to maintain and oversee a non-profit entity’s financial processes, systems and associated resources. This role will complete the company’s financial transactions, invoicing, accounts receivable, accounts payable, and cash disbursement processes while ensuring financial accuracy.

Core Values and Culture: As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff and stakeholders based on these core values, which help to define our culture, brand and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women’s Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose
- Embrace Openness, Trust and Candid Communication

Objectives of this Role

This individual will prepare and maintain accounting records in online QuickBooks, general ledger, accounts receivable/payable, financial policies, procedures and controls, and reporting
systems. This position requires critical attention to detail and knowledge of non-profit accounting. And Government accounting regulations preferred.

**Daily Responsibilities**

- Prepare membership invoices on a weekly basis
- Vendor and subcontractor invoice review
- Prepare payment requests for approval
  - Responsible for managing the PO process and purchase management
- Manage petty cash, and small purchases
- Maintain internal control safeguards for the receipt of revenue, costs organizational budget and actual expenditures
- Implement consistent accounting policies, practices, and procedures across all programs
- Enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
- Provide client relations support
- Complete and submit yearly 1099 Forms
- Assist in month-end closing
- Assist in year-end audit process
- Assist in annual Form 990 creation

**Other**

- Undertake special projects as assigned
- Continually identify and implement process improvements
- This position has no supervisory responsibilities

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** Bachelor’s Degree in accounting, finance, or Business relevant field is required. Minimum 2-4 years of professional accounting experience

**Bookkeeping/Accounting Experience** Knowledge of accounting principles for nonprofits. Proficiency in preparation and analysis of financial statements and reports. Strong understanding of the practices and procedures of Generally Accepted Accounting Principles (GAAP) as applied to financial accounting, reporting, and transactions.

**Reasoning Ability** Demonstrated effectiveness with interpersonal relationships, negotiation, and conflict resolution. Acts with the highest standards of ethics and personal integrity. Maintains confidentiality in a professional manner. Ability to apply sound judgement to
carry out instructions furnished in written, oral, or diagram form. Great analytical skills and be highly organized and detail-oriented. Excellent written and verbal communication skills.

**Computer Skills** Proficient in Excel, Microsoft Word, Microsoft 365, SharePoint, Teams and other virtual conferencing applications, Zoom and working knowledge of QuickBooks required. Proficiency in accounting software and financial reporting applications.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Click Here to Apply for the Bookkeeper/Accountant role:

**Bookkeeper/Accountant**

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.