

## Accounting and HR Associate

Global Fund for Children (GFC) transforms the lives of vulnerable children on the edges of society and helps them achieve their potential. We do this by investing in innovative grassroots organizations that serve the world's most vulnerable children—street children, trafficked children, refugees—in more than 50 countries worldwide. Our grassroots partners work every day on pressing issues in their communities, from child trafficking to child labor to girls' education. GFC supports these organizations with financial resources, management training, capacity building, and technical assistance to help them become sustainable and reach more children in need. Since 1997, GFC has reached more than 10 million children worldwide.

### Position Summary

Global Fund for Children is seeking a part-time Accounting and HR Associate to support the Finance Department in carrying out its finance and payroll responsibilities in the Washington DC office. This role is vital to managing GFC's day-to-day accounting and operational functions. The Accounting and HR Associate will be responsible for ensuring that all disbursements are handled in accordance with GFC's policies and procedures. This role will report to the Finance Controller.

### Primary Responsibilities

- Assist in timely and accurately processing of vendor, corporate credit card, and staff reimbursement payments.
- Participate in month-end closing activities, including reconciling expense reports and completing other analyses as requested by the Finance Controller.
- Process cash receipts and reconcile cash income monthly with the Development Department.
- Assist in the preparation of schedules for the annual audit and in Form 990 preparation.
- Prepare new-hire correspondence and orientation information.
- Compile and maintain records for use in employee benefits administration and payroll.
- Maintain and file accounting and HR documentation, including but not limited to vendor filing, expense reports, and employee benefit plans.
- Perform other accounting, financial, or administrative tasks that may be required by the Finance Controller or the Chief Operating Officer.

### Experience and Skill Requirements

- Associate's degree or bachelor's degree in business administration, accounting, finance, or a related field.
- One to two years of experience with data entry (accounts payable, accounts receivable, and journal vouchers) into a general ledger system.
- Proficiency with Microsoft applications, including Word, Excel, and Outlook.
- Excellent written and oral communication skills and rigorous attention to detail.
- Flexibility and initiative to work both independently and as part of a team.
- Experience with Sage Intacct accounting software a plus.
- Experience in accounting for a nonprofit organization or small business preferred.

This is a part-time position, 16 to 20 hours per week. Flexible schedule. Interested candidates should submit a cover letter, resume, and salary requirement to [rchopra@globalfundforchildren.org](mailto:rchopra@globalfundforchildren.org) with "Accounting and HR Associate" in the subject line. No calls, please.

*Global Fund for Children is an equal opportunity employer. We encourage qualified candidates of any age, color, ethnic background, country of origin, religion, disability status, gender, sexual orientation, and gender identity to apply.*