



AGA KHAN FOUNDATION U.S.A.

POSITION DESCRIPTION

Title: Accounting Assistant
Organization: Aga Khan Foundation U.S.A.
Location: Washington, D.C.
Reports to: Manager, Accounting & Grants

ABOUT AGA KHAN FOUNDATION U.S.A. (AKF USA)

Established in 1981, AKF USA is a private, non-denominational, non-profit international development organization committed to alleviating poverty, hunger, disease and illiteracy, primarily in Africa and Asia. Its mission is to strengthen the capacity of grassroots communities to solve their own problems and to promote opportunities that lead to long-term improvements in their income, health, education and the sustainability of local institutions and the environment. The Foundation supports community-based programs in the areas of health, education, rural development and civil society. Aga Khan Foundation is an agency of the Aga Khan Development Network (www.akdn.org), a group of 11 private development agencies working to empower communities and individuals, often in disadvantaged circumstances, to improve living conditions and opportunities, especially in Africa and Asia.

POSITION SUMMARY

The Finance Department Accounting Assistant will provide support to all functions within the finance department including G/L accounting, grants management and support of the donor services functions.

Main Duties and Responsibilities

- Perform account reconciliations and record journal entries in G/L Accounting System
- Review invoices and prepare check requests
- Maintain Fixed Assets Register and update Inventory Listing
- Calculate and record depreciation entries
- Prepare daily log of incoming checks and contributions
- Enter donor data into database of contributions received for fundraising events
- Prepare reports and analysis of contributions received at fundraising events
- Develop presentations for meetings and volunteer trainings using PowerPoint
- Assist with basic administrative tasks of the Finance Department
- Maintain filing systems and calendar of reporting deadlines / reminders
- Negotiate office maintenance contracts and maintain files
- Assist with special projects and other activities as assigned by the Accounting & Grants Manager and CFO

REQUIRED QUALIFICATIONS

- Associate degree or equivalent
- 2 years of accounting experience (preferred)
- Good written and verbal communication skills
- Working knowledge of MS Word, Excel and PowerPoint.

This is an entry-level position with opportunities for future advancement within the organization. Salary plus strong benefits. Office hours are 9:00am to 6:00 pm Monday through Friday.

TO APPLY

Apply through www.akdn.org/careercenter or send a cover letter, resume and a 3-5 year salary history to humanresources.akfusa@akdn.org by 11:59 P.M. PST on April 06, 2015. Please place "Accounting Assistant –2015" in the subject line. Only short-listed candidates will be contacted.