

JOB DESCRIPTION

Job Title:	Accountant
Department:	Finance
Reports To:	Accounting Manager
FLSA Status:	Exempt
Salary Grade:	2 (\$52,500 - \$60,000 Annually)
Approved By:	VP, Finance
Approved Date:	August 15, 2022

SUMMARY

At iDE, we are powering entrepreneurs to end poverty. We have powered over 37.3 million entrepreneurs to end poverty and realize prosperity on their own terms. We are an unconventional, progressive nonprofit organization that believes in the power of entrepreneurship to solve the world's most pressing problems. We look for innovative ways to leverage our market-based approach to transform the lives of millions of people to create lasting and meaningful change

Under the supervision of the Accounting Manager, the Accountant is responsible for the daily bookkeeping process and entries for predominantly the USA subsidiary. This is an entry-level bookkeeping/accounting position, accounting degree would be useful, but not necessary. iDE is a complex and growing international not-for-profit organization with a \$30M budget, working in 12 countries and 20 currencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages all aspects of iDE HQ's A/P processing such as:
 - o Reviewing vendor invoices, wire transfer requests, employee expense reports, and company credit card statements,
 - o Ensuring proper approval and coding of disbursement documents,
 - o Processing and recording of payment checks and outgoing wires on a weekly basis,
 - o Maintaining historic A/P records,
 - o Preparing annual 1099s,
 - o Serving as the primary contact for A/P inquiries
- Processes iDE HQ payroll in ADP.
 - o Prepares journal entries to record payroll to the general ledger including labor cost allocations to various grants.
 - o Prepare monthly retirement contribution payments, reconciliation and entries.
 - o Maintains payroll records, liaises with Human Resources, and communicates with staff regarding payroll as needed.
 - o Ensures timely payment of HR benefit invoices.
 - o Registers and maintains iDE's out-of-state employee tax requirements.
 - o Maintains staff rates
- Electronically deposits checks at least weekly.
- Reconciles donations in collaboration with the Fundraising Team (reconciliation of NetSuite

- accounting system and Salesforce donor management system).
- Reconciles prepaid accounts monthly.
- Manages the corporate credit card – new employees, departing employees, distribution of statements, gathers and enters data, enforces iDE's credit card usage and policy.
- Enters HQ billable time budgets for grants in Accorto/Salesforce
- Provides necessary backup documentation (signed timesheets, payslips, invoices, incoming and outgoing payments, etc) as needed for grant reports and audits.
- Participates in monthly and annual closing as required.
- Assists with budgets and audits as required.
- Assists with implementing and maintaining internal financial controls and procedures.
- Performs other duties as requested.

SUPERVISORY RESPONSIBILITIES

This role has no supervisory responsibilities.

GENERAL REQUIREMENTS

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.

- Integrity, credibility, and a commitment to iDE's mission.
- Payroll experience preferred.
- Nonprofit accounting, A/P, A/R, international, multi-currency preferred.
- Solid Excel skills and general proficiency with other computer office tools. Experience with G Suite and especially Google Sheets preferred.
- Experience with accounting software. Prior experience with payroll systems and NetSuite software preferred.
- Analytical and detail-oriented, with good organizational skills.
- Ability to maintain confidentiality of personnel information.
- Excellent interpersonal and communication skills. Able to work effectively in a multicultural team environment.
- Self-motivated, with high initiative and ability to work with minimal supervision.
- Ability to work in a multi-tasked and fast paced environment with firm deadlines.
- Proactive problem solving skills.
- iDE appreciates and understands the benefits of working remotely; iDE also highly values the productivity and efficiency of in-person collaboration. The successful candidate will need to come into the Denver/HQ office 4 days per week for the first 6 months for a proper training and understanding of the position, then possibly move to 3 days a week after 6 months.

LANGUAGE/MATHEMATICAL AND REASONING SKILLS

- Fluency in English required. Spanish, French, Portuguese or other iDE Country office local language skills are preferred.
- Ability to read, analyze, and interpret financial documents. Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

- None required.

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 and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

DIVERSITY STATEMENT:

iDE takes pride in our talented and diverse workforce. Minorities, women, and individuals with disabilities are encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To apply for this position, please submit your most recent CV via Workable:

<https://apply.workable.com/ide-global/j/8DADE57B60/>