



Vacancy Announcement

Finance/Operations Assistant

The American Academy of Diplomacy (AAD) is dedicated to strengthening the resources and tools America brings to managing its diplomatic challenges. The Academy accomplishes its mission through outreach programs and panel discussions on American diplomacy, lectures, distinguished awards, publications, and writing competitions. Through these activities, the Academy promotes an understanding of the critical importance of diplomacy to serving our nation and enhancing America's standing in the world. The Academy is a nonpartisan, nonprofit membership organization of former U.S. senior ambassadors and high-level foreign policy officials who represent a unique wealth of talent and experience in the practice of American diplomacy.

The Academy seeks a part-time (3 days or 24 hours per week) Finance/Operations Assistant to provide administrative, accounting, and office assistance to support the work of our small office. The Finance/Operations Assistant will be an integral part of a small team and will need to be able to work effectively with the team and at times with minimal supervision.

Description of Duties

The Finance/Operations Assistant will be expected to maintain the Academy's accounting records and ensure proper documentation of accounting files. The Finance/Operations Assistant will be responsible for logging accounting records into the Academy's online accounting system, maintaining records for Accounts Payable and Accounts Receivable, preparing monthly bank account reconciliations, preparing quarterly budget reconciliations, billing and invoicing, updating and monitoring contribution schedules, ensuring accurate coding consistent with the Academy's chart of accounts, assisting with audit preparation, maintaining compliance with the Academy's Financial and Accounting Policies and Procedures, and be the primary liaison for billing with the Academy's vendors.

In addition to serving a financial administrative support role, the Finance/Operations Assistant will help ensure the smooth day-to-day operations of the office and the Academy's outreach and communication with its members by managing and updating the Academy's database, mailing lists and online contact lists. The assistant will also help in meeting preparation, filing, preparing expense and reimbursement reports, ordering office supplies, and other general office support duties.

Qualifications

- Experience with accounting best practices for nonprofit organizations
- 1yr+ experience using QuickBooks in a professional setting for accounts payable and accounts receivable entries, preparing monthly bank account reconciliations, and preparing quarterly budget reconciliations
- Proficiency in the following software programs is required: Microsoft Office Suite including Excel, Access, Word
- Highly proficient administratively: creating nametags, mail merges, labels, etc.
- Proficiency working with Google Apps
- WordPress Website design and/or experience desired

Application deadline: Application window will close when position is filled

Anticipated start date for selected candidate: immediately

Compensation: \$18,000/year, possibly higher with more experience

Applicants should email a cover letter and resume to: academy@academyofdiplomacy.org with "Application for Finance/Operations Assistant Position" in the subject line. **No phone calls please**