



Accounting Associate

Organization

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in China, India, Indonesia, Brazil, Argentina, Mexico and the United States. ITDP's programs focus on bus rapid transit, non-motorized travel, travel demand management, parking, transport policy and urban development. More information about ITDP can be found at www.itdp.org.

ITDP is seeking a fulltime Accounting Associate to join its headquarters team in New York City beginning early October 2014. The Accounting Associate will oversee and process transactions in the NY office bank accounts and assist with the US audit. This position will report to the Accounting and Payroll Manager. S/he will be expected to work creatively and communicate effectively with the Finance and Administrative Manager, Administrative Assistant and vendors.

RESPONSIBILITIES

- Process all accounts payable, including staff expense reimbursements, field staff salaries, consultant invoices, inter-office transfers and company credit card bills; verifying accounting coding, contracts, backup documentation and approvals.
- Process US payroll and benefits' payments.
- Review and correct discrepancies for transactions in QuickBooks Correspond with staff and consultants to solve discrepancies and confirm payments.
- Make bank deposits.
- Assist in the annual audit.
- Gather reimbursable expenses for grantors and third parties.
- Review monthly bank statements for NY accounts, making necessary monthly closing entries and perform a soft reconciliation.
- Monitor checking bank account cash flow and monthly expenditures.
- Other general accounting duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a business related area such as finance, accounting or economics.
- Minimum 1 year experience working in an accounting related environment and/or accounts payable.

- Familiarity with QuickBooks, ADP Time & Attendance, ADP Pay eXpert (or other integrated payroll system) and Microsoft Word and Excel.
- Basic knowledge of accounting, including journal entries, general ledger, financial reports and double entry accounting.
- Ability to manage time efficiently, especially to discern and prioritize urgent requests.
- Strong communicator with excellent written, oral and interpersonal communication skills.
- Strong attention to detail and problem solving skills.

Preferred:

- Fluency in another language a plus: Mandarin, Spanish or Portuguese preferred.
- On-the-job training in nonprofit and/or international organizations, with similar challenges a plus.
- Familiarity with Salesforce.

To apply please send a cover letter and resume to jobs@itdp.org with “Accounting Associate” in the subject line. No phone calls, please.