



## Finance 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 Brazil, China, Kenya, India, Indonesia, 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](http://www.itdp.org).

ITDP is seeking a fulltime Finance Associate to join its headquarters team in New York City. The Finance Associate will assist with the monthly financial closing and process Accounts Receivable, along with the US audit. This position will report to the Director of Finance and Administration. S/he will be expected to work creatively and communicate effectively with the Finance Manager, Operations Coordinator, colleagues throughout ITDP and vendors.

### RESPONSIBILITIES

#### *Monthly Closing of Books*

- Review and correct discrepancies found in field office QuickBooks files, ensuring that financial records are detailed and accurate.
- Generate monthly financial reports and other ad hoc reports as needed.
- Reallocate expenses within the accounting system in preparation of final contract reporting.

#### *Accounts Receivable*

- Process Accounts Receivable, including invoicing and resolving inquiries between contract managers and funders.
- Work with field office finance teams to gather, organize and submit Accounts Receivable reimbursable expenses to funders and third parties.
- Maintain grant records within the Accounts Receivable files, Salesforce and QuickBooks.
- Monitor revenue in ITDP bank accounts and Accounts Receivable records for cash flow projections.

#### *Other*

- Assist in the annual audit and 990.
- Other general accounting duties as assigned.

## REQUIRED QUALIFICATIONS

- Bachelor's degree in a business related area such as finance, accounting or economics.
- Minimum 2-3 years of experience working in an accounting related environment, financial reporting and accounts receivable.
- Proven experience with QuickBooks and Excel required; familiarity with ADP Time & Attendance or ADP Workforce Now preferred.
- 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](mailto:jobs@itdp.org) with "Finance Associate" in the subject line. No phone calls, please.