



**Position:** Senior Staff Accountant  
**Location:** Washington, DC or New York, NY  
**Status:** Full Time  
**Reports to:** Director of Operations

**About Malala Fund:** Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

**Position Summary:** Reporting to the Director of Operations, the Senior Staff Accountant will ensure that Malala Fund’s financial records are maintained in compliance with accepted policies and procedures. S/he will process, pay and record all outgoing Malala Fund payments, track the status of cash receipts and funds receivable and will complete accurate financial closes and bi-monthly payroll.

## **I. Responsibilities and Tasks:**

### ***Accounts Payable***

- Inputs all approved vendor invoices and payments into the accounting system (Intacct).
- Processes weekly accounts payable: receives and codes vendor invoices, verifies the accuracy and completeness of charges and approvals and issues approved check, ACH and wire payments.
- In conjunction with the Director of Operations, maintains treasury service function and processes through an online banking platform.
- Enters and reconciles corporate credit card activity to monthly statements, ensuring all transactions are supported by receipts and appropriate approvals.
- Reconciles, records and pays employee and board expense reports.
- Serves as a key resource to programmes and fundraising staff on levels of funds available and still to be identified to support projects in Malala Fund’s focus countries.
- Maintains vendor and contractor files.
- Processes semi-monthly payroll and benefits contributions for approximately 20 employees as well as 1099 vendors.

### ***Accounts Receivable***

- Enters cash receipts collected by check and by credit card via the website.
- Monitors grants and pledges receivable so that payments are applied appropriately.
- Reviews bank account balances, incoming wires and online contribution reports to ensure completeness of cash receipts and cash disbursement activity.

- Working with the development team, reviews, reconciles and helps to inform financial reports for Malala Fund donors.

### ***Reporting, Compliance & Budgeting***

- Prepares monthly outstanding pledge and restricted funding spend-down reports.
- Prepares monthly organizational and departmental financial statements and internal reports.
- Assists with the annual audit (fulfilling PBC lists, etc.) and the annual Form 990 tax filings with the IRS.
- Reviews and validates end-of-year 1099s and W2s in conjunction with the payroll service.
- Project manages the annual budgeting process and quarterly reforecasting process.
- Ensures that Malala Fund is properly registered as a business, as an employer in all U.S. states where it is active and is current with all charitable solicitation registration requirements.

### ***Ongoing***

- Working with outsourced Controller, completes his/her month-end close tasks in a timely manner so that financial reports can be issued no later than the 15<sup>th</sup> of each month.
- Works with Director of Operations to analyze systems and identify opportunities to achieve greater efficiencies and strengthen internal controls.
- Performs other financial tasks as requested by the Director of Operations.

## **II. Education, Experience & Skills:**

- Bachelor's degree in Accounting or a related field.
- Familiarity with U.S. GAAP and nonprofit accounting rules.
- At least 3 - 5 years of prior accounting experience.
- Highly organized and good skills with system development.
- Experience working with several financial accounting software applications (Intacct strongly preferred) as well as strong Excel skills. Overall comfort with a variety of technology platforms a plus.
- A high degree of professionalism, able to work well with colleagues, vendors, contractors and various stakeholders.
- A high degree of integrity, trustworthiness and flexibility.

**To Apply:** Please send a cover letter and your resume to [hring@malalafund.org](mailto:hring@malalafund.org) indicating "Senior Staff Accountant" in the subject line of your email.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check. Employees who handle finances are also subject to credit checks.