

Accounting Associate

Type: 1 year contract (Part time; 4 days per week)

Location: Toronto

Closing Date: July 29, 2018

ABOUT FRIDA

Founded in 2010, FRIDA | The Young Feminist Fund is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the **collective power, expertise, and innovation** of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- **Provides small flexible grants** to fund initiatives led by young women and trans* youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- **Offers opportunities for capacity development** that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- **Mobilizes resources** from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- **Builds knowledge for advocacy** to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls and trans* youth.

JOB SUMMARY

The Accounting Associate will be the focal point for all FRIDA accounting transactions. This position will be responsible for receiving and processing all invoices and other payments on a timely manner. This will include review expenses against the budget, provide the correct chart of account codes, and prepare the required requisitions to be approved by the appropriate managerial level prior to recording the expenses in the Accounting System and pay them out. The Accounting Associate will be responsible for supporting the budget development for donors, management and the board as well as producing the required financial reports to ensure funds are properly tracked and monitored against the budget. The Accounting Associate will also work with FRIDA staff to provide day-to-day support with financial functions for events and activities.

RESPONSIBILITIES

- Performs accounting and payroll duties including staff and consultants' payments, bank deposits & reconciliations, accounts payable and other payments;
- Supports in the performance of full cycle of accounting including month and year end closing and supports the annual audit process;
- Maintains bookkeeping files;
- Reviews and reconciles monthly Accounting Transactions including the preparation of the detailed subledger accounts and review and propose Adjusting Journal Entries as needed;
- Balances and maintains accurate ledgers;
- Reviews invoices and ensures they are properly coded, approved and supported by all supporting documents prior to process the payment;
- Coordinates bank deposits and generates reports as needed;
- Pays vendor invoices and tracks bank account balances;

- Records income related to donations and maintains records as needed;
- Performs the monthly bank reconciliation and the credit cards reconciliation.
- Supports with monthly and quarterly financial reporting;
- Coordinates and communicates with internationally based staff or vendors to carry out above responsibilities

QUALIFICATIONS

Required Knowledge, Experience & Skills:

- Bachelor's Degree in Accounting or Minimum 2-year diploma in Accounting or related field
- 2 - 3 years experience working in bookkeeping and perform full cycle accounting
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel and QuickBooks
- Experience working with multiple currencies
- Excellent written and oral communication skills.
- Fluency in English
- Comfort in working with a diverse team, virtually, dispersed around the globe in various time zones.
- Willingness and ability to travel internationally.

Desirable:

- Fluency or high proficiency in a second FRIDA language (Spanish, French, Arabic, or Russian).
- Experience working in women's funds or an organization with staff in multiple countries.
- Knowledge of non-profit accounting standards is an asset

HOW TO APPLY

Please send:

- 1) Cover letter (addressing how you meet the necessary qualifications and outlines why you want to work for FRIDA)
- 2) Resume or CV
- 3) List of three references

E-mail: recruitment@youngfeministfund.org

Please include "Accounting Associate " in the subject line.

Because we are a small team:

- No phone calls please.
- Only email applications will be accepted.
- We thank all who apply, but only shortlisted candidates will be contacted.

FRIDA encourages, promotes and supports diversity in all aspects of its work. Young woman and transgender youth under the age of 28 are strongly encouraged to apply.

To learn more about FRIDA, please visit our website at <http://youngfeministfund.org/>