



Position: Finance Associate (full-time, permanent)

Location: Washington, D.C.

Reports to: The Senior Staff Accountant

Apply by: October 28, 2018

About Malala Fund: Registered as a public charity in the U.S. and U.K., 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 organizations – 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 Senior Staff Accountant, the Finance Associate will assist in processing and recording invoices, expense reports and bi-monthly payroll. S/he will serve as a main point of contact for key billing relationships and will support colleagues across multiple departments in budgeting, reporting and compliance matters.

This is an exciting opportunity for enthusiastic, entry-level candidates interested in joining a new and growing nonprofit lead by one of the world's foremost advocates for girls' education. The Associate will liaise across all departments and will gain a deep, behind the scenes understanding of nonprofit finance and compliance.

I. Responsibilities & Tasks:

- Prepare invoices for processing and payment.
- Help oversee submission and approval of expense reports.
- Assist in the creation and upkeep of project budgets, and the preparation of financial reports, dashboards and cash projections.
- Assist in reconciling corporate credit card activity against monthly statements, ensuring all transactions are approved and supported by receipts.
- Assist in reconciliation of various general ledger accounts.
- Help set up semi-monthly payroll for approximately 27 employees.
- Help monitor grants and pledges receivable to ensure payments are applied appropriately.

- Working with the fundraising team, review, reconcile and help to inform financial reports for Malala Fund donors.
- Assist with the annual audit and preparation of annual IRS filings.
- Assist with the annual 1099-MISC reporting process.
- Assists with the annual budgeting process and quarterly re-forecasting process.
- Maintain vendor and contractor files.
- Performs other financial tasks as requested by the Senior Staff Accountant.

II. Education, Experience & Skills:

- Minimum 1-2 years of related experience.
- A high degree of integrity, trustworthiness and flexibility.
- Extremely high attention to detail and very strong organizational skills.
- Good judgment and ability to manage multiple tasks simultaneously with efficiency and poise.
- A high degree of professionalism, able to work well with colleagues, vendors, contractors and various stakeholders.
- Past experience with contracts, grant making, budget management, and/or financial reporting strongly preferred.
- Legally authorized to work in the United States.

To Apply: Please send a cover letter and your resume to hiring@malalafund.org indicating "Finance Associate" 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.