FINANCE ASSOCIATE

Are you a finance professional looking for an opportunity to make an impact on the lives of girls and women in an area of the world where potential far outweighs opportunity? Under new leadership, Central Asia Institute is growing its dedicated team. We’re looking for a Finance Associate to help set direction and inspire donors and the development team as we move into our twenty-fifth anniversary year.

The Finance Associate is a part-time, functional role that supports the Finance and Accounting Manager with day-to-day financial procedures including managing account records, banking, payroll and tax preparation, preparing financial statements, and preparing financial data for audits, reviews, and taxation. This role will also help oversee international grant administration.

Founded in 1996, Central Asia Institute (CAI) supports impoverished and remote communities in Central Asia to unlock the full potential of girls and women through education. CAI collaborates with local communities to overcome societal and economic barriers that prevent children, especially girls, from receiving education and women from accessing jobs. Our approach of working through local partners to provide education and livelihood skills, especially to girls and women, has proven effective time and again in demonstrating that when girls and women thrive, their families, communities, and nations prosper.

The position will initially be part-time, but there is potential to transition into a full-time Finance Manager role. The position is based in Bozeman, MT but telework/telecommuting will be considered.

PRINCIPAL DUTIES AND FUNCTIONS

Financial Operations

- Assist with the preparation of operating budgets, monthly financial statements, and reports.
- Prepare monthly financial statements and ensure a prompt, accurate, month-end close.
- Work with departments to follow accounting best practices.
- Analyze financial data and assist with audits and tax preparations.
- Review existing financial and accounting policies and procedures to ensure compliance.
- Reconcile donations.
- Maintain CAI insurance policies and employee benefits plans.
- Provide support to the Director of International Programs in reviewing quarterly financial reports from grantees and recording journal entries.
- Prepare payroll, payroll tax filings, and maintain employment and independent contractor documentation.
- Support the development team in complying with state solicitation regulations and filings.
- Keeping records and documenting financial processes.
- Support Finance and Accounting Manager in preparing for board meetings and participating in board meetings when requested.
- Record and reconcile investment account activities.
- The position offers a flexible schedule with increased work hours during peak workloads.
DESIRED MINIMUM QUALIFICATIONS

Education, Training, and Experience:
• Bachelor’s degree in accounting, finance, or another relevant field.
• Five years of professional experience in finance, auditing, or accounting.

Knowledge, Skills, and Abilities:
• Non-profit financial experience a strong plus.
• International grant-making experience a strong plus.
• Sound understanding of GAAP.
• Strong verbal and written communication skills.
• Strong evaluative and analytical skills.
• Detail-oriented, highly organized, excellent time management with the ability to manage several projects at the same time.
• Enthusiastic, self-motivated, and committed to excellence.
• Proven ability to problem-solve in a proactive manner and make valid, data-driven recommendations/decisions.
• Ability to achieve measurable, meaningful results in a fast-paced environment and the ability to embrace and incorporate direct feedback.
• Ability to work in a team environment and collaborate with peers on regular basis.
• Knowledge of Microsoft Office and QuickBooks software.

To apply, please submit a resume, cover letter, and salary expectations to: careers@centralasiainstitute.org