

Career Opportunity

Position Title: Staff Accountant

Organization: The Jane Goodall Institute (JGI)

Reports to: Vice President of Finance

Position Summary:

We are seeking a talented and energetic staff accountant to join our finance team and take on a broad range of responsibilities with a focus on accounts payable and accounts receivable processes while working as an integral part of the finance team. This position would also support the head of the finance department.

About JGI:

Founded in 1977, the Jane Goodall Institute (JGI) USA is an international non-governmental organization that continues Dr. Goodall's pioneering work on chimpanzee ecology and behavior. Its mission is to promote wildlife conservation, in particular chimpanzee sustainability, through community based conservation, research, and public awareness. The breadth of JGI's mission reflects Dr. Goodall's personal philosophy that the survival of all species, whether chimpanzee or human, depends upon the collaboration of all people.

In 2012, JGI formally adopted an ambitious 30-year goal to protect Africa's wild chimpanzee populations across the range of their natural habitats. In reaching this goal, JGI will capitalize on its considerable strengths and experience gained from working throughout the chimpanzee range, which includes more than 50 years of chimpanzee behavioral research; nearly three decades of developing people and community-centered conservation strategies; expertise in geospatial technology to innovatively map and monitor human and chimpanzee use of forest resources; and its global environmental and humanitarian youth program – Roots & Shoots. Under its Department of Africa Programs (AP) and its 10 Year AP Strategy, JGI USA

Implements community-based conservation activities through field offices in the Democratic Republic of Congo, Republic of Congo, Tanzania, and Uganda. Under the 10 Year Strategy, it will expand its reach to directly support conservation programs in Gabon, Guinea, Burundi, Cameroon, Liberia, and Senegal. Our Africa Programs partners include but are not limited to the United States Agency for International Development (USAID), Disney Foundation, Arcus Family Foundation, US Fish and Wildlife Services (USFWS), the Turner Foundation, the JP Fletcher Foundation, and a strong individual donor base.

General Responsibilities:

- Manage and process Accounts Payable
- Manage and process Accounts Receivable
- Review and process staff expense reports and review coding of organization's employee travel reimbursements.
- Reconcile general ledger accounts as needed.

- Provide assistance as needed with financial month end closing
- Perform monthly reconciliations of balance sheet accounts, monthly reviews of revenue and expense accounts, research and analyze any discrepancies, assist as needed with the preparation of month-end and year-end schedules.
- Perform monthly bank reconciliations.
- Maintain and organize historical records, vendor files, bank reconciliations, and journal entries.

Position Requirements:

- BS/BA degree in Accounting/ Finance.
- At least 2 -4 years of experience General Accounting Principles (GAAP), accounts payable, accounts receivable, and reconciling general ledger accounts.

Skills Required:

- Intermediate to Advanced Microsoft Excel & Word skills.
- Experience with Serenic Navigator/Microsoft Dynamics NAV preferred
- Strong and effective communications and interpersonal skills.
- High energy self-starter with strong work ethic and excellent attention to detail.
- Committed to the mission of The Jane Goodall Institute.

Work Location

The office is located in Vienna, Virginia, less than 5 mins walk from the Spring Hill Metro station.

Non-Discrimination Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities. JGI complies with applicable state and local laws governing nondiscrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Application Instructions:

Please submit your resume and cover letter (focusing on relating your experience to this position) via email to jobs@janegoodall.org ensuring you have 'Staff Accountant Position' as the subject of your email. In order to be considered for the position, all resumes, must have a cover letter with salary

requirements attached and resume of experience. Please submit all applications by August 4, 2017.