



**Position:** GDI Accounting and Administrative Associate

**Location:** Washington, DC (preferred) or NYC

### **About GDI**

Background: The Global Development Incubator (GDI) was created to advance and scale social impact. We do this by creating and expanding select ideas, organizations, and initiatives that address urgent global problems. GDI provides structured pathways over 2-3 years to support the achievement of critical step-changes necessary for ideas and organizations to move to the next level.

GDI goes beyond traditional consulting models, capacity builders, and bureaucratic platforms to do hands-on implementation in addition to strategic and networking support. We take the initiative to address real-world barriers to growth, offer a critical and independent perspective, and partner with innovators to deliver social impact at scale. GDI typically focuses on three phases of work, including 1) design and strategic direction setting 2) pilot and launch and 3) medium – long term implementation support and capacity development through to exit.

**Position Description:** The Accounting and Administrative Associate role is a unique opportunity to support a growing financial team at a lean and high performing organization. This position will be responsible for accurately maintaining the organization's accounting records. Although you will work closely with your manager, GDI Associates are expected to exercise a high degree of autonomy and take on significant responsibility.

### **Responsibilities:**

- Manage all accounts payable including ensuring costs are appropriately documented and approved, entering transactions, and supporting the execution of payments.
- Maintain accounts receivable records, ensuring records are comprehensive and all payments are correctly applied.
- Develop and maintain online and paper filing systems for accounting files.
- Manage accounting schedules, and prepare and enter month end closing entries including allocation of costs and recognition of revenue.
- Prepare and upload payroll, tax, and benefits payments and serve as a primary point person for related vendors.
- Support procurement process, including serving as a resource on GDI policy and reviewing and maintaining relevant documentation.
- Support the annual audit and preparation of GDI tax forms and filings.
- Provide additional administrative or other support as requested.

**Baseline qualifications for a GDI Associate:** We are looking for an entrepreneurial candidate with a mix of technical and operational experience, including 1-3 years of professional experience providing a broad range of accounting support in a not for profit organization; and/or equivalent experience. Knowledge of bookkeeping and basic accounting principles is required. Experience with Quickbooks is a plus. Must have excellent attention to detail.

The following qualities are a must for GDI employees:

- Curious and entrepreneurial mindset
- Razor-sharp problem solving skills
- A relentless drive to get things done
- Ability to move fluidly between collaborative and independent work styles
- Ability to make assessments quickly and identify the best course of action
- Commitment to thinking critically and creatively about social change

If you are interested and meet the qualifications, please send your cover letter and resume in one PDF document to [jobs@globaldevincubator.org](mailto:jobs@globaldevincubator.org) using "Job Applicant: Accounting and Administration Associate" as the subject line.

Global Development Incubator | [www.globaldevincubator.org](http://www.globaldevincubator.org)