



**Job Posting**  
**Finance Associate**  
**March 2023**

**Overview:**

Equimundo: Center for Masculinities and Social Justice seeks a full-time Finance Associate. This position forms part of Equimundo's Finance and Operations team and will be based in the Washington, DC area with a hybrid work-from-home/office model.

**About Equimundo:**

Equimundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls, and individuals of all gender identities. Working with men and boys to transform harmful gender norms and unequal power dynamics is critical to achieving gender equality. Our core thematic areas of work are Equity of Care, Gender Socialization, and Violence Prevention. With partners in more than 55 countries, Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit [www.equimundo.org](http://www.equimundo.org).

**Job Description:**

Equimundo is looking for a Finance Associate. Someone in this role will ensure revenue and expenses are properly accounted for, allowing the organization to meet all grant and financial obligations. The primary areas of responsibility of the Finance Associate are the following:

- Finance Responsibilities:
  - Accounts Payable – Entering bills into accounting software.
  - Accounts Receivable – Tracking outstanding invoices.
  - Corporate Credit Card Management – Distributing monthly statements to employees, verifying receipts, and entering expense allocations into accounting software.
  - Month-End Closing Procedures
- Maintain and organize correspondence with vendors, contractors, partners, and donors.
- Project Quarterly Reports Assistance – Summarize and organize all supporting documentation.
- Preparing contract invoices, including supporting documentation.
- Tracking and processing of contracts for consultants and sub-grants.

- Management of project time-tracking software.
- Prepare and track budgets for new project proposals.
- Assist in year-end organizational audit and project audits.

### **Qualifications for Consideration:**

- Bachelor's degree in Accounting, Finance, or a related field.
- Demonstrated fiscal experience with non-profits.
- Practical knowledge of internal financial controls and developing or enhancing processes that improve efficiency or execution.
- Ability to learn new technology and software.
- Familiarity with Federal awards and other directives governing grants and contracting a plus.
- Ability to manage multiple tasks simultaneously.
- Strong working knowledge of Microsoft Word and Excel.
- Excellent organizational skills and meticulous attention to detail.
- High level of integrity, professionalism, teamwork, and ability to deliver within short deadlines.
- Ability to work effectively with a broad range of staff and external stakeholders.
- Strong oral and written communication skills are required.
- 2nd language, Spanish or French, desired.

### **Compensation:**

Equipundo offers salary ranges that are competitive and fair in Washington, D.C., not-for-profit, and related sectors. This position ranges between \$60,000-70,000 depending on years of experience and academic qualifications. The position includes fully paid health insurance for yourself, four weeks of vacation leave plus the last week of December, federal holidays, and an employer contribution of 8% of your annual salary towards retirement.

### **Start Date**

The proposed starting date is June 1, 2023.

### **To Apply**

To apply, please send the following documents as **one single PDF file** labeled FirstName\_LastName\_FinanceAssociate no later than **April 24, 2023**, to [jobs@equipundo.org](mailto:jobs@equipundo.org):

1. Cover letter
2. Resume

In addition:

- Please write "Finance Associate" as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

### **Equal Employment Opportunity Statement**

Please view this description as a general overview but not a mandatory comprehensive list. Apply if you feel passionate about our efforts and believe you have the skills to contribute and lead in this role. We want to hear from you!

Equimundo is committed to creating and maintaining a diverse and inclusive working space for all employees and providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, transgender status, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.