



## Accounting Clerk

Washington, DC

Americans for Financial Reform is a nonprofit advocacy organization fighting to expose and change the rules of finance that drive inequity and systemic racism, in order to build a more just and sustainable economy and society.

Our organization played a leading role in winning passage of post-financial-crisis reforms, including the creation of the Consumer Financial Protection Bureau. We are continuing the push to transform the financial system, even as we fend off attacks on existing public protections. AFREF's 30+ staff effectively advance the agenda of a coalition of more than 200 consumer, civil rights, labor, community-based, and other organizations to advance this fundamentally important part of the economic and racial justice agenda.

**We are seeking a part-time contract accounting clerk to support our accounting operations.** The position will report to our Sr. Staff Accountant and Controller and will also work closely with the COO.

### The Accounting Clerk will:

- Process, code, and file employee expenses, recurring bills and other AP in various platforms (Divy, Bill.com) for Controller and/or COO review. Sync with Quickbooks.
- Support the creation of various weekly and monthly reports and update tracking including Sub-grant agreements, subscription billing, program grant budgets and more.
- Communicate with managers and staff to prepare, send out and file invoices.
- Collect and file data necessary for preparation of 1099s, 990s and audit prep.
- Collect and prepare schedules to be processed by the Controller
- Support the COO in business contract preparation, execution and filing
- Help with other small projects as requested by the Controller or COO

### Qualifications:

- Must have a commitment to racial and economic justice
- Must have excellent attention to detail and process
- Should be proactive and very organized with their work.
- Will require minimal supervision with accounting related tasks.
- Must be able to schedule some number of hours during normal business hours for meetings
- Must be familiar with QBO and familiar with or able to learn quickly softwares like bill.com, Divvy

- Some familiarity with Not-for-profit accounting
- 2-3 years of accounting experience preferred (but not required)

**Location:**

AFREF's offices are located in downtown Washington DC. The contract accounting clerk is open remote work, with hybrid work arrangements available for those residing in the DMV area.

**Compensation:**

\$23-\$27/hour. This position will be a contract, part time position not eligible for AFREFs standard benefits to full time employees. Expected hours are between 7 and 10 hours a week.

**How to apply:**

Please submit your application to [our candidate portal linked here](#), including a letter of interest and a resume.

*AFR Education Fund is committed to a workplace that reflects the diversity of America defined broadly and where the talent, skills and uniqueness of each staff member are respected. We are committed to a policy of equity for all employees and to equal opportunity for all applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, family responsibilities, and disability.*