



JOB DESCRIPTION: OPERATIONS ASSOCIATE

August 2017

Role: The Operations Associate assists with the operational functions of School-to-School International (STS), including finance, administration, human resources and compliance. The Operations Associate is required to provide support as needed to the Operations team and other members of the STS management team as necessary.

Responsibilities:

- Review payables for compliance with organizational and funder policies, procedures and requirements
- Assist with review and approval of employee monthly expense reports
- Assist with generation of monthly P&L reports
- Assist in processing employee expense reimbursements
- Assist with drafting of monthly project invoices for Programs review
- Coordinate with Programs to finalize project invoices for submission to clients
- Input monthly field expenses into home office accounting system
- Ensure field bank accounts and petty cash accounts reconcile to field accounting books
- Support bookkeeping (copies, scanning, etc.)
- Maintain orderly financial filing system
- Assist with management of state employment tax accounts
- Assist with tasks required to obtain DBA, business and other insurance
- Support design and/or improvement of organizational forms, systems and software
- Other duties as assigned by supervisor

Qualifications:

- Associate degree in accounting, business administration or related field (Bachelor's degree preferred)
- A minimum of one year of relevant work experience required
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- QuickBooks experience a plus
- Willingness to become versed in applicable funder rules and regulations, particularly the Federal Acquisition Regulation (FAR), USAID Acquisition Regulation (AIDAR), federal cost principles, and 2 CFR 200 Uniform Guidance
- Proven organizational skills, meticulous attention to detail and quick-learner
- Demonstrated initiative, versatility, integrity and interpersonal skills
- Professional proficiency in written and spoken English
- U.S. work authorization required

Supervision and Oversight: This position reports to the Operations Officer.

Please submit resumes and cover letters to info@sts-international.org with the subject line "Operations Associate."

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by federal, state and local law requirements.