

Position: Junior Staff Accountant
Opportunity Type: Full-Time Job
Location: Arlington, VA (currently working remote for Covid)
Region of Performance: Global



About the Organization:

Connexus Corporation (www.connexuscorporation.com) is an international development consulting firm. Connexus' mission is to provide high quality global consulting services to transform international development and build local capacity. We design sustainable, market-based development strategies that link developing economies with global markets to increase incomes of the poor. Connexus is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, or protected veteran status.

About the Job:

Connexus is seeking a Junior Staff Accountant for a home office position to support our accounting, billing, and budgeting for international projects.

Tasks and Responsibilities:

- Primary responsibility for accounts payable and accounts receivable entries in Deltek Costpoint.
- Assist with US and international payrolls via payroll companies.
- Assist project staff in the preparation of government and commercial invoices, using Deltek Costpoint.
- Assist in tracking expenses against established budgets.
- Assist in developing budgets for new business opportunities.
- Assist with annual financial audit and any project audits.
- Assist in set-up and maintenance of projects, accounts, and staff in Deltek Costpoint.
- Provide other administrative and organizational support, as needed.

Qualifications:

Required

- Bachelor's degree in accounting, business or related field.
- Training in all aspects of accounting.
- Beginner experience with or training in Deltek Costpoint.
- Excellent Microsoft Excel and Word skills.
- Exceptional attention to detail and organizational skills, with proven ability to multi-task and work under tight time constraints.
- Comfortable in a small business environment where priorities can change quickly.
- Authorized to work in the United States.

Preferred

- Advanced Excel skills.
- Knowledge of Federal Acquisition Regulations.
- Experience working on project-based billing.

Bonus

- Fluency in French

Connexus is willing to support advanced training in Deltek Costpoint, Federal Acquisition Regulations, and USG contracting for the right candidate who is willing to learn and grow along with the company.

Deadline:

How to Apply:

Interested candidates should send their resume and cover letter to careers@connexus.email with "Jr Staff Accountant-2021" in the subject line. No phone calls please.