

Junior Accountant

Location: Washington, D.C.

Direct Contact: [Human Resources](#)

Job Description:

The Junior Accountant is responsible for a variety of accounting support for IRI's international programs and 45 overseas offices. These include:

- Performs review of expense reconciliations
- Prepares journal entries/accounts payable vouchers as needed
- Processes accounts receivables, including bank deposits
- Performs data entry of journal entries
- Administers petty cash

Qualifications:

- Bachelor's degree in accounting, finance or business administration. Recent graduates are encouraged to apply.
- Experience in MS Office, including Word, Excel and Access. Ability to manipulate, analyze and interpret data.
- Proven organizational skills and attention to detail.
- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining related paper records.
- Ability to communicate with internal and external contacts to seek or convey information and coordinate arrangements.
- Ability to work collaboratively with others.

Please send resume and cover letter to IRI, Attn: Human Resources/Junior Accountant, 1225 Eye Street, NW, Suite 700, Washington, D.C. 20005 or e-mail to: personnel@iri.org or Fax to Human Resources at 202-408-9462; No phone calls please. IRI is an Equal Opportunity Employer.