



76 Ninth Avenue, Suite 315 | New York, NY 10011

## **PART-TIME ACCOUNTING CLERK**

Acumen Fund is a global non-profit venture fund serving the four billion people living on less than \$4 a day. Our aim is to create a blueprint for building financially sustainable and scalable organizations that deliver affordable, critical goods and services that elevate the lives of the poor. Operating much like a venture capital firm in the private sector, we cultivate a group of “partners” to “invest” (in this case, contribute charitable donations) in Acumen Fund. We then invest these funds as debt or equity in enterprises delivering critical goods and services to the poor in South Asia and East Africa. Any capital returned to the fund from our investments is then re-invested for further social impact.

### **Position description**

Reporting to the Controller, the Accounting Clerk will assist the finance team in the smooth operation of the finance department. *Specific responsibilities include:*

- Bank reconciliations
- Process accounts payables
- Analysis of General Ledger account
- Assist in year-end and audit preparation projects
- Filing and retrieval of financial documents
- Work on other projects as needed

### **Qualifications**

The ideal candidate will have some accounting experience and accounting knowledge. Strong candidates will have an interest and experience in both private for-profit and not-for-profit experience. Individuals currently pursuing an accounting degree may apply. *In addition, the candidate should possess:*

- Very strong organizational skills and the ability to work and deliver projects and achieve targets independently, proactively and under pressure
- Excellent written and oral communication skills
- Ability to manage multiple tasks effectively with frequent interruptions, and to work productively in a fast paced, rapidly growing organization
- Proven mastery of Office applications specifically Word and Excel
- Interest and experience in using technology to improve work efficiency
- Commitment to accuracy, attention to detail and follow-through
- Strong interpersonal skills: courtesy, tact, patience and strong team orientation; assertive team player with a sense of humor
- Commitment to, and enthusiasm for, the organization’s mission and business model, and respect for our core values: equity, fairness, diversity, voice, participation, knowledge, creativity, humility and respect
- Dedication to working within the non-profit sector; strong willingness to affect change with an understanding of challenges often encountered

### **Location**

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[www.acumenfund.org](http://www.acumenfund.org)

### **To Apply**

Send a cover letter and resume to Aryeh Greenberg, Controller, Acumen Fund

[agreenberg@acumenfund.org](mailto:agreenberg@acumenfund.org)