



**Vacancy Announcement  
Finance and Administration Manager  
Washington, D.C.**

The United States-Indonesia Society (USINDO) is seeking applications for the position of Finance and Administration Manager. The Finance and Administration Manager provides all finance, budgeting, financial account reconciliation, financial reports preparation, office administration, payroll, and human resource services to USINDO, a small NGO based in Washington, with an office in Jakarta Indonesia, S/he reports directly to the President.

**Responsibilities:**

**Accounting/Finance:**

- **General:** Responsible for all financial and accounting operations of the NGO, such as recording incoming payments/contributions and outgoing disbursements; entering in Quick-books accounting system; depositing contributions in bank; wiring funds to field office; reconciling all accounts in DC and Jakarta monthly; approving payments from petty cash; preparing checks for signature, maintaining records of bank accounts, reviewing annual IRS Form 990 prepared by auditor. Responsible for working with our financial handbook and outside audit firm to assure GAAP standard accounting procedures are in place and that that all files are audit-ready.

**- Accounts receivable:**

- oversee all outgoing invoicing for issuance and review, including Annual Fund, Friends, Special Events
- maintain record of payments received and deposits made
- monitor and effect credit card payments
- ensure accounts receivable are received on time

- oversee bank account status and wire transfers
- oversee proper functioning of electronic payments from USINDO donors

**- Accounts payable:**

- ensure both incoming invoices and recurring payments are recorded, reviewed, approved, and promptly paid

**- Cash Management:**

- Maintain cash accounts and cash management

**- Annual:** prepare supporting work and schedules for audit

**- Budget:**

- prepare annual operational budget with the President for Board approval
- Prepare monthly actual to budget reporting-and maintain this in electronic form
- Analyze and review budget-to-actual reporting and advise President regularly whether we are on track with budget projections and discuss/recommend reasons for variance or corrective steps

**- Donor Data**

- supervise maintaining of software database of donor contributions (individual and corporate).
- Monitor payment progress and alert of need for follow up.

**Human Resources**

- prepare biweekly payroll data for payroll processor, assure payroll is met and recorded in software database

- handle all employee benefits including 401(k), health and life insurance, etc. including liaison with service providers
- oversee preparation of all 1099's and W-2's in consultation with payroll firm
- maintain records on employee benefits and employee leave records
- ensure personnel files are up-to-date and secure
- post and update job descriptions.

**Office Administration:**

- liaison with building management, payment of rent and parking
- oversee office administrative services contracts
- assure office supplies and services are ordered and paid on time
- maintain files on all contracts and service invoices
- assure compliance with by-laws and employee handbook

**Required Qualifications:**

- Bachelor's degree in accounting, business, public administration, or related field
- Successful experience in bookkeeping and accounting for non-profit organizations which have been regularly audited
- Knowledge/experience with GAAP accounting procedures
- Experience in preparing budgets, analyzing overhead, and monitoring budget performance against plans
- Experience with accounting software, including Quick-books
- Ability to advise the President on finance, budget, audit, and payments issues
- Strong organization skills

- Attention to detail
- Absolute integrity and transparency in all matters

**Compensation:** Competitive salary and benefits commensurate with experience.

**Due date:** Interested applicants should submit a cover email and a C/V as soon as possible to [dmerrill@usindo.org](mailto:dmerrill@usindo.org)

**Salary:** To be determined, but appropriate for the right candidate.

The United States-Indonesia Society was formed in 1994 by Indonesians and Americans who believe better mutual understanding is in the national interest of both countries. It is a not-for-profit organization with offices in Jakarta and Washington, DC. USINDO seeks to improve understanding of Indonesia among Americans and of America among Indonesians, and to strengthen the U.S.-Indonesian bilateral relationship. We build understanding through speakers programs, conferences, publications, education programs and scholarships, and other programs with leaders in government and nongovernmental organizations, educators, the media, business, and the public.