



## Part Time Finance and Compliance Officer, Washington DC

### JOB DESCRIPTION

**Position:** Finance and Compliance Consultant  
**Job Location:** Washington DC  
**Employment Term:** Contract  
**Employment Type:** Part Time  
**Starting salary:** Commensurate with experience  
**Preferred Education:** MA or higher  
**Required Experience:** 7-10+ years  
**Related Categories:** Accounting, Payroll, Grants, Finance, and Compliance  
**Application deadline:** November 23, 2018

### ABOUT EPIC

The **Education for Peace in Iraq Center (EPIC)** works directly with civil society leaders in Iraq to provide relief to vulnerable populations, monitor the crisis to better inform public policy, and enhance understanding of Iraq's story. EPIC was founded in 1998 by U.S. Army veterans and humanitarian advocates, who believe that a human security approach can make Iraq safe and prosperous again.

### POSITION SUMMARY

EPIC seeks a qualified and highly motivated individual to fill the part time position of **Finance and Compliance Consultant**, working at EPIC in Washington DC. This position reports to the Executive Director and works closely with the field-based Finance and Compliance Officer. S/he must have U.S. work authorization to apply.

The Finance and Compliance Consultant will be responsible for finance and compliance according to the regulations, policies and procedures of donors, local governments and EPIC. Responsibilities include ensuring compliance with USG and other regulations, specifically in relation to a multi-year USAID-funded project. Strong applicants will demonstrate proven ability in these areas. This position requires: excellent written and verbal communication skills in English; strong interpersonal skills; proven ability to implement and oversee project finances; ability to multi-task while maintaining attention to detail; and an effective approach to managing finances and compliance of projects in a complex environment. The candidate **must have the right to work in the U.S. and must be able to present the work authorization upon hiring.**

### RESPONSIBILITIES

#### *Finance, Compliance and Reporting*

- Work closely with and ensure timely and accurate outputs of the field-based Finance and Compliance Officer to ensure coordination of systems, accounting, compliance and reporting within project consortium
- Contribute to preparation of required project financial reports
- Ensure that finances are managed regarding GAAP and other policies and principles

- Ensure accounting records and systems are compliant with donor and local government requirements, and compliant with program objectives, financial obligations and reporting requirements according to grant agreement/s
- Assist with internal controls to ensure compliance with financial policies and regulations
- Ensure compliance of contracts, awards and sub-awards issued by USG and other donors
- Maintain integrity and accuracy of financial data, including reviewing general ledger, budget tracker, accounts payable, accounts receivable and field-based payroll
- Review financial analysis and help prepare monthly, quarterly and annual reports

#### *Overall Duties*

- Remain dedicated to EPIC's mission: making Iraq safe and prosperous again through programming, advocacy, and education
- Work zealously to implement EPIC's strategic goals and objectives and enhance its reputation and brand
- Contribute to a positive work environment with all colleagues
- Take initiative that adds value to the organization
- Accomplish other tasks and duties as they are assigned with attention to detail

### **REQUIRED SKILLS AND QUALIFICATIONS**

We are looking for candidates with the ability to effectively fill and grow this role. We expect that qualified candidates will have:

- A Master's degree in accounting, finance, business or related field
- Minimum 7-10 years' experience with USG grants, finance and compliance
- Must have the right to work in the U.S. and must be able to present the work authorization upon hiring
- Excellent communication skills and writing skills in English
- Demonstrated interest in and familiarity with Iraq preferred
- Ability to analyze financial information efficiently and accurately
- Prior experience with USAID grants and NGO accounting in a field environment
- Knowledge of USG finance and reporting requirements, including federal regulations
- Knowledge of accounting principles, GAAP, and automated accounting systems
- Knowledge of local government accounting and financial laws greatly appreciated
- Proactive problem-solver with a strong work ethic and sense of responsibility
- Ability to maintain confidentiality of projects
- Strong interpersonal skills, and comfort working with senior staff and board members
- Experience with physical and digital security protocols
- Proficiency with Microsoft Office, particularly Excel, Word and QuickBooks
- Ability to work well under pressure and to prioritize multiple tasks with limited instruction

### **HOW TO APPLY**

Submit a CV, cover letter, list of three references, and writing sample in English of no more than five pages to [careers@epic-usa.org](mailto:careers@epic-usa.org). Please include the position title in the subject line.

Salary will depend on candidate's qualifications, and will be commensurate with experience and education. Applications will be considered until the position is filled. No phone calls accepted.

EPIC is an equal-opportunity employer.

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