



## Job Description

### Finance and Project Associate

**Location:** Boston, MA

**Position Category:** Direct hire, paid in US

**Posting Date:** 12/20/2021

**Deadline Date:** 01/17/2022

**Starting Date:** 02/07/2022

## Description

World Education, a Boston-based non-profit, dedicated to enriching lives through education and social and economic development programs, seeks a detail-oriented, Finance and Project Associate who is passionate about the transformative power of education. The position is housed within World Education's U.S. Division that focuses on well-being and economic mobility of adult learners. World Education's headquarters is in Boston where this position is based.

The candidate will perform accounting-related administrative duties to support the work of the US Division across its projects as well provide administrative support to 1-2 specific projects. This position is full-time (40 hours) in a fast-paced setting that requires initiative, self-direction, teamwork, and multi-tasking.

# Responsibilities

## Accounting Support

Working closely with and under the supervision of the U.S. Division Finance Manager:

- Support the U.S. Division staff by responding to their inquiries and requests for contract and payment matters.
- Prepare required forms and collect documentation for payment requests and invoice submissions.
- Fulfill SAP Concur requirements for vendor profile set-up, requests for purchase orders, invoice submissions, and create change orders.
- Keep track of payment reconciliation and manage electronic document filing.
- Export expense reports from Cognos to Excel budget spreadsheets.
- Work closely with the Finance Manager, vendors, and Accounting staff to help resolve payment related issues.
- Assist with compilation of budget reports for active projects, as needed.

## Project Support

Working closely with and under the supervision of the Project Coordinator or Director:

- Provide support for designated projects, including investigating key issues and contributing to project activities as required.
- Schedule, support, and host webinars, including walking presenters through rehearsals.
- Coordinate logistics of routine and ad-hoc meetings, both internal and between project staff and partners, including taking notes and helping with follow up actions.
- Monitor and support the timely completion of routine reports for designated projects and US Division.
- Assist in identifying and recruiting qualified technical experts for long-term and short-term consulting assignments. Activities include collecting resumes, providing guidance and clarification on the scope of work, drafting consultant agreements, and processing payment requests for contracted consultants.
- Support travel processes and procedures as needed.
- Support hiring processes as needed.
- Assist with the development of communications assets, such as blogs, newsletters, and tweets.
- Assist with other support duties as the workload permits.

## Qualifications

- Associates' or Bachelor's degree or 3 to 4 yrs of equivalent experience, along with strong interest in working in the field of adult education or workforce development
- Demonstrated ability to organize and simultaneously manage a variety of tasks and meet deadlines and attend to multiple details
- Experience in basic accounting principles & practices, accounts payable, and SAP Concur (preferred)
- Experience in managing payments and document/receipt processing procedures
- Excellent written and verbal communication skills
- Able to work well as part of a team and independently
- Able to respond flexibly to fluid work demands
- Detail-oriented with strong follow-through, reliable
- Proficient in MS Office Suite, and Google Suite
- Comfortable using social media and tools like Hootsuite, Canva, and Adobe Reader and Acrobat.
- Experience entering and reviewing data for accuracy
- Interest in education, adult literacy and skill development, and educational technologies; experience preferred.

In addition, candidates should support racial equity and understand how mainstream systems – finance, education, health, housing, and others – work to disadvantage people of color and marginalized groups. Participation in agency-wide DEI activities will be required.

### Compensation

\$47,000 f/t commensurate with experience and documented skills. WEI offers competitive benefits including health insurance, dental, vision, and a 401k with a company match.

### To Apply

Apply for this position at [careers.worlded.org](https://careers.worlded.org).

Salary commensurate with experience.

**Interested candidates should submit their resumes and cover letters online by 01/17/2022.**

Apply Online [careers.worlded.org](https://careers.worlded.org).

*As a recipient of federal funds, World Education must adhere to [Executive Order 14042 \(Ensuring Adequate COVID Safety Protocols for Federal Contractors\)](#), which requires covered employees to be fully vaccinated against COVID-19. Covered employees are defined as US-based staff who are or will be physically present in a US office or telecommuters who currently reside in the US. Applicants requesting consideration for religious and/or medical exemption will be considered.*

*World Education is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants and employees without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, gender identity, sexual orientation, sexual preference, genetic information, political affiliation, or protected veteran status in any employment decisions. M/F/V/D*

*If you are an individual with a disability, or a disabled veteran and unable to apply online for an available position, you may submit your request for reasonable accommodation by calling Human Resources at 617-482-9485.*

*Please read this notice entitled [Equal Employment Opportunity is the Law](#), and this ["EEO is the Law" Poster Supplement](#).*