



JOB DESCRIPTION

Job Title:	Junior Accountant
Industry:	Consulting / Emerging Markets
Job Location:	Washington DC Metro Area
Type:	Full-time position (Entry Level)
Start date:	Immediately

A2F Consulting is looking for a **Junior Accountant** to support our growing business operations.

A2F Consulting is an international boutique consulting firm providing a broad range of advisory services and policy advice in the areas of financial & private sector development in emerging markets. The company was founded in 2007 and has offices in the Washington/DC and Frankfurt/Germany metropolitan areas.

The ideal candidate will support our Comptroller with general bookkeeping/accounting duties. The candidate will support our business growth and accounting department by processing invoices, transactions, and expenses, as well as updating our accounting database. This position provides an opportunity for growth and increased responsibilities.

RESPONSIBILITIES & TASKS

- Daily General Ledger entries
- Handling of accounting duties including accounts payable and account receivables
- Monthly bank and credit cards reconciliations
- Client invoicing
- Review of vendor invoices and accuracy checks with project Managers
- Manage W-9 & Form 1099 for all vendors
- Review and processing of expense reports for staff
- Process monthly, quarterly, and yearly reports
- Provide general bookkeeping and administrative support as needed

QUALIFICATIONS

- Associate or Bachelor's Degree in Accounting or related field of study
- Knowledge of common bookkeeping software (Quickbooks preferred) and Excel
- Organizational skills and strong attention to detail
- Highly detail-oriented and able to multi-task
- Strong English written and verbal communication skills



- Candidates must be legally eligible to work in the United States
- Candidate is expected to work on site

Please send your application letter with your detailed CV, references, and salary expectations to recruit@a2f-c.com. Only shortlisted candidates will be contacted.