

Accounting Associate

Corporate Accountability International, a powerhouse in challenging corporate abuse for more than 35 years, is seeking an Accounting Associate to ensure the development and implementation of key financial functions across the organization, with particular attention to general ledger activities.

This past year, Corporate Accountability International's members and allies across the country helped compel two iconic national parks—Golden Gate and Mt. Rainier—to take steps to buck bottled water, despite pressure from Coca-Cola. The organization also rallied thousands of moms in the blogosphere to call for an end to McDonald's predatory, kid-targeted marketing. The #MomsNotLovinIt campaign and the subsequent showdown between 9-year old spokesperson Hannah Robertson and McDonald's CEO Don Thompson, generated widespread traditional media and online coverage and spurred tens of thousands of people to take action to protect children's health.

The Accounting Associate will report to the Finance Director and work closely with staff across the organization, including the Administrative Director and Membership Manager. The organization is made up of over 60 smart and driven staff and interns working in a fast-paced and fun working environment with a network of members and allies across the world.

Major Responsibilities:

- Ensure the efficient management of the finance department's key areas, including accounts payable and income processing.
- Prepare monthly financial reporting, month-end closing, and account reconciliations.
- Support audit preparation.
- Manage attendance tracking process.
- Work with senior leadership across the organization on special projects.
- Maintain department and common organizational files, systems and procedures.
- Assist in overall administrative projects for the organization as needed.
- Recruit and manage interns.
- Participate in organization-wide planning, fundraising and campaign activities.

Qualifications:

- Demonstrated commitment to social justice and progressive social change.
- Minimum of two years of direct financial/accounting experience.
- Highly effective communication skills and style. Proficiency in Spanish a plus.
- Highly motivated, with strong attention to detail.
- Experience with computer-based accounting systems and Excel.
- A background in data analysis and financial reporting.
- Superb organizational skills and demonstrated ability juggling several tasks/priorities while setting and meeting deadlines.
- Excellent people skills and manner: friendly and warm.

Salary and benefits: Commensurate with experience, with a generous benefits package including health, dental, FSA, 401 (k), ongoing training and growth opportunities. Upbeat, collaborative, and goal-oriented office atmosphere.

Location: Campaign Headquarters, Boston.

To Apply: Visit www.stopcorporateabuse.org/employment-opportunities. Attach your résumé to the online application, and include a cover letter and list of three to five references. Please include where you heard about the position. If you are having trouble uploading, please email your materials to Sarah Bennett at jobs@stopcorporateabuse.org.

Corporate Accountability International is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ people are strongly encouraged to apply. For 35 years, Corporate Accountability International has successfully challenged corporations like Nestlé, General Electric, and Philip Morris to halt abusive practices that threaten human rights, public health, the environment and our democracy. The organization is expanding—and leading campaigns challenging some of the world's most powerful industries in food and agriculture, water and tobacco.

