

Established in 1964, AIARD (Association for International Agriculture and Rural Development) continues to represent a cadre of professionals in both the United States and overseas, most of whom have had extensive front-line experience in various developing countries. AIARD is dedicated to helping prepare others to focus their skills to develop agriculture and the rural sector for mutual benefit of the United States and developing countries. In addition to hosting a yearly conference, AIARD administers a competitive student fellowship program.

AIARD is seeking an experienced bookkeeper/accountant for a part-time, virtual position. The expected monthly contribution will be between 1-5 hours per month. Duties include:

- Complete accounts payable, accounts receivable, closing books on a monthly basis and preparing financial reporting and analysis.
- Provide detailed financial record-keeping.
- Complete yearly tax documents for AIARD under IRS Section 501(c)(3) for nonprofit organizations.
- Prepare monthly reports for presentation to the Board of Directors, working closely with the Board Treasurer
- Process and pay all invoices in a timely manner.
- Receive and deposit all organizational revenue.
- Track conference expenses and donations.
- Work with scholarship recipients to forward funds.

Preferred Minimum Qualifications:

- 5+ years of demonstrated ability to provide detailed level bookkeeping support – accounts payable, accounts receivable, closing books on a monthly basis and preparing financial reporting and analysis for non-profit organizations.
- Associate's degree or equivalent with 3-5 years related experience or combination of education and experience.
- Proficiencies in accounting software and database management.
- Understanding of and commitment to AIARD's mission.

For consideration, please forward resume and 3 references, to [secretary@aiard.org](mailto:secretary@aiard.org). Additionally, please send a proposal for hourly fees for service.