



The Asia Foundation

The Asia Foundation seeks a **Program Finance Associate**. The Program Finance Associate will maintain award files for all projects and related logs and databases, and provide assistance to the Foundation's program units on project related matters. The Program Finance Associate will prepare and review proposal budgets; award documents; project financial management forecasts and financial reports. The Program Finance Associate will be responsible for Project Setup in CostPoint on funding for all Foundation awards in addition to ensuring that Foundation policy and procedures are followed within areas of responsibility and ensuring that accounting for Foundation funding sources and program activities is current and accurate. The Program Finance Associate will also general accounting support.

Requirements

EXPERIENCE:

Two to three years accounting and analytical experience. Excellent personal computer skills required (spreadsheet, word processing). Pro-active work style required; and detail oriented. Strong interpersonal skills required. Excellent written and oral communication skills required. U.S. Government and international contract, grant or project accounting experience desirable.

EDUCATION:

Bachelor's degree in finance or accounting.

TO APPLY:

The Foundation offers excellent benefits and salary commensurate with experience. Please submit your application directly by visiting our website at www.asiafoundation.org/about/employment/ and selecting "Regular Employment."

When submitting your application please put your cover letter and resume in one document and submit it as an attachment. We will only consider applicants who provide a cover letter including salary requirements along with their resume, limit their resumes to a maximum of three pages, and submit their application prior to the deadline. The application deadline is November 29, 2011.

The Asia Foundation is an equal opportunity employer. Relocation assistance will not be provided for this position. Must be eligible to legally work in the United States. EOE/M/F/D/V. No phone calls, please.