



1020 Legacy Drive
Bedford, VA 24523
Phone: (540) 297 5982
www.legacyintl.org

Bookkeeper, Accounting & Audit Specialist

Job Description

as of 10/17/22

Legacy International is looking for an experienced financial professional to join a highly-collaborative team that manages financial operations, accounting, audit preparations, budgeting and financial planning for an international non-profit with an annual budget of \$2.5+ million. The ideal candidate is familiar with US Government grant requirements and audits. *Advancement is a possibility for a person with the right skills and aptitudes.*

OUR COMPANY. OUR MISSION.

Legacy International equips emerging leaders to transform their values and vision into sustainable success. Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility and lead to peaceful sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from 115+ countries. Legacy is funded by multiple federal and private grants, fee-for-service income, gifts and donations, with significant funding from the U.S. Department of State. We are headquartered in Bedford, Virginia with an additional office in Washington, DC.

INITIAL RESPONSIBILITIES: 1) accounts payable and receivables using Bill.com, on-line banking, and a Sage accounting software; 2) credit card payables and management 3) maintenance of multiple checking accounts, including monthly reconciliations; 4) processing cash advance requests; 5) Monthly and Quarterly reports in Sage and Excel, 6) maintaining multi-departmental filing, both digital and paper; 6) audit support work documentation and data compilations, etc.)

LOCATION & WORKLOAD: Full-time. This job is based in Legacy's headquarters in Bedford County, Virginia. (**Note:** At this time, this *is not a remote job*. A hybrid work arrangement is possible after the initial training and assessment period. Legacy also expects to shift more of its financial operations on-line within 18 months, which may allow for more remote work flexibility.)

CORE QUALIFICATIONS

- Associates degree or higher educational level with a focus on accounting.
- Three years' or more work experience in finances, preferably with non-profit experience.)
- Working knowledge of generally accepted accounting principles (GAAP) and financial data analysis.
- Proficiency in using accounting software to record, store, and analyze financial data (preferably Sage 50). In addition, proficiency with Microsoft Office Suite (especially Excel and Word), Google Drive (documents and spreadsheets), DropBox, and email.
- Demonstrated ability to perform detailed work with numerical data and make mathematical calculations rapidly and accurately; good memory and attention to detail.
- Proven ability to manage large amounts of data, meet multiple deadlines, balance priorities.

- Experience handling and reconciling cash.
- Excellent written and oral communication skills. This includes English fluency, legible hand writing and good human relations and problem-solving skills (for working with staff from various US and international backgrounds).
- Knowledge of administrative and clerical procedures.
- Proven capacity for maintaining confidentiality.
- Flexible; enjoys working independently and able to work productively in a team.
- Lives within commuting distance of Legacy International's Bedford, Virginia office (or able to relocate within a daily commute).
- U.S. citizen or U.S. permanent residency with valid work authorization.
- *Is fully vaccinated against COVID (primary series) or willing to do so.* (Accommodations will be considered. *If accommodations are needed, please inquire prior to or during interview.*)
- Physical ability to: 1) sit at a desk for long periods; 2) use a computer, and 3) efficiently operate a 10-key calculator or equivalent.

Additional Desirable Skills, Experience, and Knowledge:

- Familiarity working with U.S. federal government funding and federal Uniform Guidance standards
- Previous work as paralegal and/or experience with contracting

REPORTS TO: Chief Financial Officer, and the Grants Manager

OVERVIEW OF TASKS

1. Accounts Payable (by check, credit card, bank wire, on-line systems, etc.) and related documentation.
2. Monthly reconciliation of 12-15 checking accounts using Sage software.
3. Ensure financial data is entered correctly and accurately.
4. Enter journal entries to debit and credit Legacy's accounts.
5. Generate accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses.
6. Reconcile and report differences or issues found in financial records.
7. Process and prepare cash advance requests for program teams, and follow through on receipting and re-deposits.
8. Annual Audits: Assist in on-going, year-round preparation of documents for annual financial audit. Conduct specific annual audit-tasks, such as annual Workers Comp audit; payroll-related reconciliations, Independent Contractor reporting, etc.
9. *NOTE:* Once the individual is oriented and trained in the tasks noted above, additional tasks and levels of responsibility may be added.

OUR CULTURE

Legacy International has a successful 40+ year track record delivering high quality training programs for thousands of people around the world, with ongoing coaching and mentoring from our dynamic team. Our culture is built on the universal values all of our programs are modeled after, including collaboration, respect, inclusion, innovation, and flexibility. This approach supports our team in developing and delivering high caliber programs that impact communities around the world while fostering an organizational culture we all thrive in.

Legacy's staff is a group of highly dedicated individuals from a wide variety of backgrounds and immersive experience throughout the world. Our combined experience in cross-cultural training, conflict resolution, community development, entrepreneurship and professional training, and exchange programs give us the ability to meet the needs of those experiencing great changes.

We have a relaxed dress code, flexible scheduling, and a focus on supporting our team's professional goals and work-life balance while advancing our shared values. **NOTE:** *Legacy's Bedford Office is strictly a non-smoking environment, both inside and surrounding the office building.*

SALARY & BENEFITS

- Salary: \$47,000+ (pre-tax, annual full time equivalent); *negotiable, based on experience.*
- Benefits (Details provided upon request or at time of offer):
 - Legacy's Health Reimbursement Account (HRA) benefits begin 3 months after start of employment. This HRA provides tax-free monetary reimbursements for qualified medical expenses, up to \$3000 per year, subject to the employee meeting all criteria for reimbursement.
 - Flexible Paid Leave Policy. For a full time (100%) employee, this comes to 224 hours (28 eight-hour days) per year, including vacation, holidays and sick days.
 - Full-time employees become eligible for up to twelve (12) weeks of paid family leave after twelve (12) months of employment; subject to specific limitations and eligibility.

TO APPLY: send cover letter and resume by November 15 to **Leila Baz**, HR Manager; staff@legacyintl.org

Questions prior to applying?: staff@legacyintl.org (Please note "Bookkeeper" in the subject line.)

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified staff. The competitive standards are set by each group of applicants. Our policy is to ensure that no employee or applicant for employment is denied equal opportunity because of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.