



Responsible | Impactful | Sustainable | Ethical

Accounting Manager

We are looking for a self-motivated Accounting Manager to join our Funding and Finance department. You will play the leading role in our organization's financial operations, ensuring accuracy in both the accounts receivable and accounts payable functions. If you have the passion and the right background, and would like to join our team in mainstreaming sustainable travel through education, we'd be happy to have you on board. We are looking for a US permanent resident for this position.

Responsibilities

- Maintain accurate bookkeeping records using designated accounting software
- Monitor incoming donations on various donation platforms
- Ensure timely and accurate payment to educational partners and course instructors
- Enter invoices and other payments into accounting software
- Reconcile all accounts on a regular basis
- Work closely with the Senior Manager of Fundraising and Donor Engagement to create yearly budgets
- Analyze financial statements
- Produce an annual financial report for the organization's annual general meeting at the end of each calendar year
- File Form 990 tax returns with the IRS

Education and Experiences:

- Bachelor's degree in accounting or finance
- 1-2 years working experience in accounting or finance
- Proficiency in Quickbooks
- experience in record keeping/data management
- Nonprofit accounting experience highly preferred

Skills and abilities:

Attention to detail; ability to work independently; great analytical skills; reliability and strong work ethic

Time Commitment:

The Accounting Manager is expected to commit 4-6 hours per week to oversee RISE Travel Institute's finances. This is an unpaid position. RISE Travel Institute is a 501(c)3 run entirely by volunteers who are dedicated to inspire young travelers to create positive social, economic and environmental impact on travel destinations. We are looking for a US permanent resident for this position. If you're interested in this role, please apply online using this form. Enquiries about other volunteer opportunities can be sent to info@risetravelinstitute.org