

Armenian International Women's Association (AIWA)

Position Description

Accountant

Organization: Armenian International Women's Association (AIWA), a nonprofit organization

Reports to: Treasurer and Finance Committee

Works with: AIWA national office and six affiliate chapters

Status: Part-time hybrid / remote

Compensation: \$40/hr.

Position Summary

AIWA is seeking an organized and detail-oriented Accountant to manage the day-to-day finances of the national organization and to support the bookkeeping and reporting needs of its six affiliates. This role keeps our books accurate, our reporting timely, and our affiliates well supported, so that AIWA can focus on advancing and celebrating the achievements of Armenian women worldwide.

The ideal candidate is comfortable working across multiple entities, enjoys bringing structure to financial processes, and communicates clearly with volunteer leaders, board members, and affiliate treasurers.

Core Responsibilities

- Maintain accurate books for AIWA, including accounts payable, accounts receivable, and general ledger entries.
- Record and reconcile all bank, credit card, and investment accounts on a monthly basis.
- Track and properly classify donations, membership dues, event revenue, grants, and restricted funds.
- Prepare monthly and quarterly financial statements for the Treasurer and Finance Committee.
- Support the annual budget process and provide budget-to-actual reporting throughout the year.
- Process payments, reimbursements, and vendor invoices in a timely and well-documented way.
- Assist with preparation for the annual audit or financial review and with the IRS Form 990 filing.
- Maintain clean, organized financial records and documentation for compliance and reference.

Affiliate Support (Five Affiliates)

- Serve as the central financial point of contact for AIWA's five affiliate chapters.
- Maintain separate books for each affiliate and ensure transactions are recorded to the correct entity.
- Consolidate affiliate financials with the national organization for board-level reporting.
- Provide affiliate treasurers with guidance on recordkeeping, reimbursements, and reporting standards.
- Help affiliates prepare event and program budgets, and reconcile results after major events.
- Support affiliates in gathering documentation needed for audits, filings, and grant reporting.

Qualifications

- Bachelor's degree in Accounting, Finance, or a related field, or equivalent practical experience.
- Three or more years of accounting or bookkeeping experience, ideally in a nonprofit setting.
- Working knowledge of nonprofit fund accounting and of restricted vs. unrestricted funds.
- Proficiency with QuickBooks (or comparable accounting software) and with Excel.
- Strong attention to detail, accuracy, and organization.
- Ability to manage multiple entities and deadlines with minimal supervision.
- Clear, professional communication skills and a collaborative, service-minded approach.
- Discretion in handling confidential financial information.

Preferred

- Experience supporting a multi-chapter or multi-affiliate organization.
- Familiarity with IRS Form 990 preparation and nonprofit compliance requirements.
- CPA, or progress toward certification, is a plus but not required.
- Interest in or connection to AIWA's mission and the Armenian community.

What We Offer

A flexible, mission-driven role within a respected international organization, the opportunity to work closely with a dedicated board and volunteer network, and a chance to make a meaningful contribution to a community that empowers Armenian women across the globe.

To Apply

Please send a resume and a brief note describing your relevant experience to treasurer@aiwainternational.org. Applications will be reviewed on a rolling basis until the position is filled.

AIWA is an equal opportunity organization and welcomes applicants of all backgrounds.