

Employment Opportunity

OPERATIONS AND ACCOUNTING MANAGER

About DPLF

The Due Process of Law Foundation (DPLF) is a nonprofit, nongovernmental organization based in Washington, D.C., working to strengthen the rule of law and promote respect for human rights in Latin America. DPLF has programs on Corruption and Human Rights, Impunity and Grave Human Rights Violations, Judicial Independence, and Climate Justice and Human Rights.

Job Summary:

The Operations & Accounting Manager, reporting directly to the lead for Operations and Finance, will provide essential accounting, financial, and operational support to ensure the smooth day-to-day functioning of DPLF's management in a fast-paced nonprofit setting. This role encompasses a blend of accounting, finance, and operational responsibilities that are integral to maintaining DPLF's internal processes. The position is based in Washington, DC, with a flexible hybrid work environment that requires in-office presence two to three days per week.

Required Qualifications:

- Bachelor's or master's degree in business, finance, accounting or a related field.
- At least 5 years of experience in accounting or financial management, preferably in a nonprofit setting.
- Strong experience with QuickBooks for Nonprofits, payroll systems, and expense processing tools (e.g., Expensify).
- Familiarity with US Government grant compliance, including knowledge of CFR 200 regulations.
- Proficiency in Microsoft Excel and Word; experience with cloud-based accounting software is a plus.
- Strong attention to detail, ability to prioritize tasks, and commitment to maintaining high standards of accuracy and compliance.
- Fluency in written and spoken Spanish and English.
- High degree of personal initiative to propose and carry out activities.
- Ability to organize, work independently, meet deadlines, and work under pressure.
- Sensitivity to working in a multicultural work environment; excellent interpersonal skills with people and civil society organizations from different backgrounds and positions.

Additional desired attributes:

- Familiarity with general ledger reconciliations, audit preparation, and nonprofit finance principles.
- Knowledge of the human rights agenda in the LAC region.

Responsibilities include, but are not limited to:

Financial and Accounting Management

- Support the lead of Finance with all financial processes, including accounts payable/receivable (A/P, A/R), payroll, credit card management, and expense reconciliations.
- Monthly management of data entry in QuickBooks for Nonprofits, including tracking payments, receipts, and petty cash.
- Oversee the processing of program staff expense reports, credit card statements, and invoice payments.
- Assist the lead of Finance and Grants Manager in preparing for project and institutional audits and ensure compliance with GAAP and nonprofit financial regulations.
- Collaborate with the Programs Manager in the management of vendor contracts, consultant agreements, and payment schedules.
- Support the Grants Manager in preparing monthly financial statements, forecasting, and budgeting, ensuring alignment with organizational goals.
- Along with the Grants Manager maintain grant funding activity records, ensuring accurate financial reporting for grant compliance.
- Along with the Grants Manager, track grant expenditures and prepare financial reports for national and international funders and donors, including US government grant compliance (CFR 200).

Operational and Administrative Support

- Coordinate vendor and contract management, maintaining detailed records of services, payments, and contract terms.
- Provide administrative support to the lead of Finance, including scheduling, documentation, and follow-ups on financial and operational matters.
- Maintain a supply inventory and interact with vendors to ensure the smooth operation of office facilities.
- Ensure compliance with organizational policies and assist in refining operational procedures to improve efficiency.
- Serve as a liaison for information technology and technical support needs, coordinating with service providers to ensure functional systems.
- Oversee office administration and facilities management, including landlord relationship and purchase of supplies.

Institutional Strengthening and Support to Programs and Grant Management

- Assist in managing the effective internal flow of cross-cutting project deliverables, including financial and operational tasks related to program activities.
- Assist with financial reporting preparation and compliance for government funding applications.
- Proactively identify opportunities for organizational improvement and support the lead of Finance in executing institutional strengthening initiatives.
- Participate in the preparation of US Government proposals, including budget development, monitoring, evaluation, and compliance documentation.

Location:

DPLF has adopted a flexible hybrid work environment. The ideal candidate will be able to live and work in the Washington, DC area and work in-person from DPLF's office at least two (2) to three (3) days per week.

Please note: Candidates applying for this position must be authorized to work full-time in the United States. DPLF cannot currently provide assistance with any type of visa application or sponsorship.

Salary:

Range between \$65,000 - \$75,000 depending on experience. Full benefits package, includes health, dental, vision, and life insurance fully paid by employer. 403b retirement plan with employer matching. Generous vacation and sick leave.

How To Apply:

Please send cover letter and resume in English to the attention of: **Kate Lasso, Interim Director of Finance at info@dplf.org** (Subject line: Operations an Accounting Manager). Applications will be reviewed on a rolling basis.

DPLF is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law.