

Employment Opportunity

OPERATIONS AND ACCOUNTING ASSOCIATE

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's flagship programs are: Judicial Independence, Transitional Justice and Fight Against Impunity, Corruption and Human Rights, and Climate Justice and Human Rights.

Job Summary:

The Operations and Accounting Associate, reporting directly to the lead for Operations and Finance, will provide essential operational, financial, and accounting 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 administrative, financial and accounting that are integral to maintaining DPLF's internal processes. The position is based in Washington, DC, with a hybrid work environment that requires in-office presence four days per week or a part time position.

Required Qualifications:

- Bachelor's or master's degree in business, finance, accounting or a related field.
- At least 4 years of experience in accounting or financial management, preferably in a nonprofit setting.
- Strong experience with QuickBooks Online 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.
- Strong attention to detail, ability to prioritize tasks, and commitment to maintaining high standards of accuracy and compliance.
- **High proficiency 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 and geographically dispersed staff; excellent interpersonal skills with people and civil society organizations from different backgrounds and positions.

Responsibilities include, but are not limited to:

Operational and Administrative Support

- Provide administrative support to all staff, including with event planning, purchasing flights, booking hotels and calculating per diems, etc.
- Maintain a supply inventory, purchase supplies, and interact with vendors to ensure the smooth operation of office facilities; support in office administration and facilities management.
- 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.

Financial and Accounting Management

- Support the Director of Finance with all financial processes, including accounts payable/receivable (A/P, A/R), credit card management, and expense reconciliations.
- Data entry in QuickBooks Online, including tracking payments, receipts, and petty cash.
- Oversee the processing of staff expense reports, credit card statements, and invoice payments.
- Assist with financial reporting preparation in alignment with donor requirements.
- Assist the Director of Finance in preparing for project and institutional audits.
- Collaborate with the Programs Manager in the management of vendor contracts, consultant agreements, and payment schedules.
- Support the Finance Director and Programs Manager in preparing monthly financial reports, forecasting, budgeting, and ensuring alignment with organizational goals.
- Along with the Programs Manager and Finance Director maintain grant funding activity records to ensure accurate financial reporting for grant compliance.

Location:

DPLF has adopted a 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 four (4) 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. Please do not be discouraged from applying if you do not meet all of the requirements.

Salary:

Range between \$50,000 - \$60,000 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: **Gina Kawas, Programs Manager at info@dplf.org** (Subject line: Operations and Accounting Associate). 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.