**December 2022**

**Position Announcement: Finance and Data Support Associate**

**The Commission on English Language Program Accreditation, Alexandria, VA**

The Commission on English Language Program Accreditation (CEA) seeks applications for a support position beginning in early 2023. Seeking entry-level candidates with office experience with a finance, accounting, or business degree to support the finance and accreditation process. This position is currently part-time, with some weekly requirements to be in the office person and some remote duties, and a possibility of a full-time hybrid position after successful completion of a 90-day probationary period. Salary and benefits commensurate with experience.

**About CEA**

CEA is a specialized accreditation agency celebrating its 20th year of recognition by the U.S. Department of Education for the accreditation of English language programs in universities and colleges and for the accreditation of independent English language schools in the U.S. In addition, CEA offers general accreditation for English language programs and schools internationally. CEA was established in 1999, through the support of English language professionals and professional associations, as a non-profit accrediting agency. CEA currently accredits 350 programs and institutions, has five full-time staff members based in Alexandria, Virginia, and uses more than 200 volunteer peer reviewers and specialized contractors to carry out its mission. Additional information about the agency is available at [www.cea-accredit.org](http://www.cea-accredit.org).

**Primary Responsibilities**

* Administrative support for finance and accreditation process operations.
* Assistance with basic accounting/finance responsibilities, to include accounts receivables, some reconciliation of accounts and processing deposits.
* General bookkeeping and administrative support for finance operations.
* Data entry on the accounting/finance side, including journal entries.
* Assistance in preparing monthly and other financial status reports.
* Assistance in preparing documents for financial review, scheduling financial review appointments, and other aspects of the financial review for applicant and accredited sites.
* Customer service/client facing responsibilities, to include processing reimbursement requests for staff and volunteer peer reviewers.
* Data entry on the accreditation process side, including creating and updating site records.
* Document management, such as downloading submissions and records management.
* Assistance in preparing accreditation-process related documents and reports.

**Minimum Qualifications**

* Associate’s degree in an accounting/finance/or business-related field
* 0-2 years experience in an office setting
* Demonstrated attention to detail and accuracy
* Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams, Sharefile and OneDrive)
* Knowledge of GAAP
* Ability to work independently and collaboratively with minimum supervision
* Excellent analytical ability, verbal and written communication skills

**Preferred Qualifications**

* BS or BA in an accounting/finance/or business-related field
* 3-5 years experience in nonprofit sector and/or working with international education
* Familiarity with Quickbooks, Calendly and database management

**To apply:**

If you meet the qualifications above, submit a cover letter specifying how you would fit the position, detailing your particular areas of qualification. Include a resume, salary requirements, and two references with email and telephone information for each to [applications@cea-accredit.org](mailto:applications@cea-accredit.org). The subject line of your email should be your first and last name. CEA seeks to fill this position in early 2023, with an ideal start date no later than March 15, 2023. Review of applications will begin January 10, 2023. Initial interviews will be conducted remotely. Start date and employment conditions will be negotiated with the chosen candidate. If requested by the agency and permitted by law, successful candidates must agree to undergo a background check.