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Educate a girl. Change the world.

We're Hiring!

Job Title: Accounting and Grants Management Associate

Location: Bozeman, Montana

Organization: Central Asia Institute

Salary: \$60,000

Reports To: Finance & Operations Manager

Employment Type: Full-Time

About Us

The Central Asia Institute is an international non-profit organization dedicated to advancing education for girls and women in some of the most remote and marginalized corners of the globe. We partner with communities and local partners (grantees) to implement education and economic empowerment programs that break down barriers to education and create opportunities for lasting change for women and girls.

Position Summary

We are seeking a detail-oriented and motivated **Accounting and Grants Management Associate** to play a key role in contributing to fulfilling our work while advancing their career. This position participates in Central Asia Institute's accounting functions, while also working closely with the International Program team monitoring CAI's grant awards to our implementing partner organizations in Afghanistan, Pakistan, and Tajikistan.

The ideal candidate **loves to learn, can work independently, and enjoys a wide variety of responsibilities while meeting deadlines.** This is a full-time position based in Bozeman, Montana, with the **opportunity to work remotely part of the time.**

Key Responsibilities

- Working with the Finance & Operations Manager, operational accounting responsibilities include:
 - Processing accounting transactions, including bills, expense reports, donations, accruals, and reconciling accounts.
 - Ensuring vendors and consultants comply with CAI policies.
 - Assisting with audit and regulatory filings.
 - Contributing to month-end closings and financial reporting.
- Working with the International Program team, grant administration duties include:
 - Reviewing grantees' financial reports to ensure compliance with grant agreement budgets and terms.



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- Collaborating with program staff to ensure timely grant disbursements.
- Supporting audits and reviewing audit results.
- Assisting in tracking foreign currency transactions and conversions.

Required Qualifications

- Bachelor's degree in business with coursework in accounting.
- Knowledge and experience in accounting practices.
- Proficiency with Microsoft Office software, especially Excel.
- Strong people skills and ability to engage with individuals from diverse cultural and linguistic backgrounds.
- Excellent time management skills with the ability to manage multiple projects and meet deadlines.
- Initiative-taker with a desire to learn and grow professionally.

Preferred Qualifications

- Experience with financial or program audits
- Experience with grant administration, particularly in an international context
- Familiarity with foreign currency exchange
- Knowledge of QuickBooks Online accounting software

Why Join Us?

- Be part of a mission-driven organization creating real impact for girls and women around the world.
- Work in a collaborative and inclusive environment that values growth and innovation.
- Opportunities for professional development and career advancement.
- Flexible work arrangements, including hybrid work options.
- Comprehensive benefits package, including health insurance, retirement plan, and paid time off.

How to Apply

Please submit your resume and a cover letter detailing your interest and qualifications to accounting@centralasiainstitute.org with the subject line: *Accounting and Grants Management Associate Application – [Your Name]*. Applications will be reviewed on a rolling basis until the position is filled.

Central Asia Institute is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.