

Job description

Position Title: Accounting and Administrative Associate for the GQUAL Campaign/CEJIL

Location: Remote (Latin America)

Publication Date: 08/13/2025

Applications deadline: 08/27/2025

Work Hours: Monday- Friday, full-time remote

Summary:

Perform day-to-day accounting duties and provide support for the administrative needs of the GQUAL Campaign, hosted by the Center for Justice and International Law (CEJIL). The position reports to the Director of Finance and Operations of CEJIL in coordination with the Deputy Executive Director of CEJIL / Director of GQUAL.

Job Duties:

- Compile, organize, store, and secure financial documentation such as vendor agreements, invoices, receipts, statements, forms, and reports for the GQUAL campaign and its donors.
- Assemble documentation required for all GQUAL project audits, including internal, donor, and public audits throughout the year.
- Assume responsibility for arranging all travel bookings for the GQUAL Campaign and manage the accounting of those expenses within the accounting systems; assist with travel bookings for other departments when possible.
- Utilize QuickBooks and Expensify software to:
 - Track projected spending for GQUAL and ensure all future accounts payable obligations (contracts) are entered in QuickBooks, maintaining the shadow budget up to date.
 - Support all reporting and revisions of the GQUAL budget as needed.
 - Reconcile accounts in collaboration with the regional accountant.
 - Monitor approvals for all expenses in Expensify that is integrated to QuickBooks and ensure it is reconciled properly with all GQUAL donors in QuickBooks.
- Follow regional administrative and accounting procedures as established by CEJIL offices.
- Provide general support to the team in project monitoring activities.
- Collaborate effectively with program, legal and other departments to accomplish goals for accounting and other administrative goals.
- Support the team with general administrative tasks.
- Communicate efficiently regarding accounts payable issues, both internally and externally.



- Perform month-end accounting reconciliation of project accounts and report findings to program and finance directors.
- Ensure compliance with federal, state, and local financial legal requirements relevant to assigned tasks.
- Perform other duties as needed, demonstrating eagerness to grow professionally and contribute to improving existing processes.

Skills Required:

- Accounting, Reporting Skills, Attention to Detail, Deadline-Oriented, Confidentiality, Time Management, and Data Entry.
- Proficiency in Spanish and intermediate proficiency in English.
- Understands the importance of accuracy and being proactive in asking the right questions to learn the required or new software and accounting processes.
- This role is ideal for someone who thrives to work in a fast-paced changing environment and works well in a team. The ideal candidate would also be ready to learn about challenging and new financial responsibilities. Some travel may be needed.

Qualifications:

- Bachelor's degree in accounting; knowledge of QuickBooks; intermediate proficiency in Microsoft Office with advanced skills in Excel; excellent written and oral communication skills; intermediate proficiency in English and proficiency in Spanish, with the ability to communicate effectively in both languages.
- Minimum of three years of full-time accounting experience required.

General Information to apply

- This job description is not exhaustive. The employee may be required to perform other reasonable duties as assigned by the supervisor.
- Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted. CEJIL is committed to providing equal employment opportunities to all qualified individuals without discrimination based on ethnic origin, color, religion, nationality, sex, age, disability, or sexual orientation.

Interested candidates should email a resume and cover letter explaining their motivation for applying and how they meet the requirements to: **gqual@cejil.org**
Subject: **Accounting and Administrative Associate for the GQUAL Campaign/CEJIL**