HOPE worldwide is looking to hire a Junior Accountant who possesses an analytical mind and fantastic organizational skills to join our growing team. The ideal candidate will be detail-oriented, have strong problem-solving skills, work comfortably under pressure and enjoy working with numbers. As a Junior Accountant you will be at the heart of our support services by providing excellent services to our amazing programs and volunteers.

**Position Title:** Junior Accountant  
**Supervisor:** Controller  
**Effective Date:** ASAP  
**Salary:** $45,000-$50,000 based on skills & experience  
**Status:** Full-time, non-exempt  
**Location:** Must be based in San Diego, CA

**Job Duties**
- Record, classify, and summarize financial transactions and events in accordance with generally accepted accounting principles.
- Compile financial information, process journal entries, reconcile reports and financial data.
- Maintain financial records by analyzing balance sheet and general ledger accounts.
- Exercise accounting control over a group of accounts within a given group of international and domestic programs.
- Analyze financial data for the purpose of determining past financial performance and/or to project financial performance.
- Prepare additional internal reports as needed by the program administrators and other management personnel and special reports as requested.
- Will also assist with projects from the Controller / Accounting team as assigned.

**Requirements**
- Recognized by HOPE worldwide as being a spiritually fit Christian holding to fundamental Christian principles.
- Bachelor’s degree in Accounting or relevant field and a minimum of two years’ experience with accounting or finance.
- 2+ years of experience in Non-Profit and Fund Accounting a plus.
- Hands-on experience working with general ledger.
- Working knowledge of accounting software and Excel.
- Exposure to budgetary process.
- Customer service oriented.
- Excellent verbal and written communication skills.
- Strong problem-solving skills and able to meet deadlines while juggling multiple tasks and responsibilities.
- Energetic, creative and detail-oriented individual comfortable with working alone and in collaboration with a team.
- Advanced competency in Microsoft Excel.

**Apply**
Please send resume and cover letter to Cindi Whitcomb at: hr@hopeww.org.

**About Us**
HOPE worldwide is an international charity that changes lives through the compassion and commitment of dedicated staff and volunteers to deliver sustainable, high-impact, community-based services to the poor and needy.

Today, HOPE worldwide serves more than 1.5 million people annually on every inhabited continent. Our staff and volunteers strive to imitate Jesus’ example of unconditional love and compassion for the poor — without regard to faith or background. After more than 25 years, HOPE worldwide continues to be a community dedicated to serving, teaching, healing and loving families made vulnerable due to poverty, disease or disasters, enabling them to rise out of desperate situations. Together we are bringing hope and changing lives for good.