



Position Title	Accounting Associate
Department	Finance and Administration
Status	Full-time, salaried, Exempt
Work Location	Washington, DC Hybrid remote/office schedule: 2 days in office
Supervisor	Senior Manager of Finance and Accounting
Target Start Date	November 2024

Salary & Benefits

Academic Travel Abroad, Inc. (ATA) is committed to work/life balance, and we engage in a reduced-hour workweek. If you're hired, this is what we'll offer you with a few of our benefit highlights:

- Salary: \$56,000-\$59,000
- At least 5 weeks of Paid Time Off
- 12 holidays, voting leave, and up to 24 hours of paid volunteer time
- 12 weeks of paid New Parent Leave (any parent, for birth or adoption)
- 50% 401(k) match of an employee's contribution up to \$7,400
- Up to \$100 per month in transit or parking benefits matched by ATA
- Plus: medical, dental, vision, Long-Term/Short-Term Disability, Life, and FSA benefits

Description of the Position

The Accounting Associate is a full-time position within our Finance and Administration Department, focusing on accuracy in handling databases, data management, and meticulous attention to accounts receivable and payable, vendor management, and general accounting tasks. We seek a candidate with a strong, direct interest in accounting who brings excellent organizational skills, precision, and a positive, customer-focused attitude. This role reports to the Senior Manager of Finance and Accounting, providing additional support to the Admin Department on select assignments. The Accounting Associate is vital to ATA's financial operations and success.



What you'll do...

Accounts Payable (AP) and Accounts Receivable (AR)

- Monitoring and managing AP requests
- Ensuring accurate coding for payments, expense reports, and credit card statements
- Providing customer service for payment-related inquiries
- Tracking and submitting departmental and administrative invoices
- Posting and tracking payment and refund data into booking and accounting software
- Managing vendor records and collecting bank account details
- Managing AR information and transactions, including manual check deposits
- Processing refund and transfer requests

Data Management

- Inputting raw data into company databases and tech platforms
- Verifying and validating the accuracy of entered accounting data
- Maintaining confidentiality and security of sensitive financial data
- Ensuring accurate record-keeping for reporting and compliance needs

Office Administration and Compliance

- Completing corporate compliance forms
- Executing the annual Seller of Travel registration renewals across various states
- Overseeing USD and FX petty cash distribution and reconciliation
- Managing office supply requests and building maintenance tickets
- Collecting and distributing department mail
- Providing support for the Accounting and Finance team as needed

We're looking for...

- Bachelor's degree in Accounting, Finance, Economics, Business Administration or a related field with at least 1 year of relevant professional experience; or an Associate's degree with at least 3 years of relevant professional experience
- A demonstrated interest in accounting and finance
- A track record of accuracy in handling databases, data management, and a keen attention to detail
- Strong organizational and multitasking skills
- Proficiency in Microsoft Excel
- Familiarity with accounting software or databases (experience with Acumatica, BILL.com, or Centaur is a plus!)
- Strong written communication skills
- High professionalism and discretion
- Self-motivation and independence in task completion



To Apply

Qualified candidates should complete our [application form](#) and submit the following materials:

- Résumé
- Cover letter

In the [application form](#), select “Accounting Associate”. Applications missing any of these components will not be considered.

The successful completion of a background check, including professional references, is required for this position.

Application deadline: We encourage applicants to send their materials as soon as possible and before our priority deadline on **November 21st**.

To all recruitment agencies, ATA does not accept agency resumes. Please do not forward resumes to our jobs, ATA employees or any other company location. ATA is not responsible for any fees related to unsolicited resumes.

Our Commitment to Diversity

At ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information, or any other protected characteristic under applicable law. If you have a disability or special need that requires accommodation, please let us know.

COVID-19 Vaccination Requirement

ATA and our study abroad division, CET Academic Programs, have made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, all ATA/CET staff are strongly recommended to be fully vaccinated against COVID-19.

Description of the Organization

Academic Travel Abroad, Inc. is an educational travel and study abroad provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. We believe in celebrating and learning about the diversity of people and cultures



through travel and education. Riding the post-war wave of interest in travel to Europe, ATA launched operations in 1950 by assisting universities and institutions in the creation of group travel programs for their members.

Today, ATA's study abroad division, CET Academic Programs, serves college students through academically rigorous, credit-bearing programs in its centers around the world, including the China, Japan, Jordan, Italy, Czech Republic, Brazil, Colombia, and Spain. CET's history dates to 1982, and today, CET, in addition to enrolling students directly, serves many private and public universities, large and small.

ATA's educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, The History Channel, Yale Alumni Academy, and many others. In this capacity, ATA is frequently the "brand behind the brand." ATA also facilitates professional delegation travel in the fields of health, education, and law.

Tying together all brands and services are our focus on innovative programs designed to change perspectives, deepen understanding, and engage communities, showcasing the stories—both told and untold—of the places and the people we visit.