



DIAMOND DIVA EMPOWERMENT FOUNDATION
1027 S. VANDEVENTER AVENUE, SIXTH FLOOR
SAINT LOUIS, MISSOURI 63110

SERVICE DESCRIPTION

Job Title:	Accounting Assistant
Job Type:	Non-Profit Organization
Job Culture:	Domestic Violence
Schedule:	In-person/Hybrid Schedule
Work Location:	Corporate Headquarter - St. Louis
COVID-19 Precaution(s):	<ul style="list-style-type: none">• Social distancing guidelines• Sanitizing, disinfecting, or cleaning procedures• Monthly COVID test

ABOUT US:

Diamond Diva Empowerment Foundation (2DEF) is a nonprofit organization dedicated to educating, strengthening, and empowering women and children affected by domestic violence and various socio-economic conditions. As an organization, we are committed to rebuilding the core of the family unit, while encouraging each survivor to focus on their strengths and well-being.

JOB SUMMARY:

Diamond Diva Empowerment Foundation is seeking an Accounting Assistant to oversee financial operations and ensure the organization's fiscal health. The Accounting Assistant will report directly to the Chief Financial Officer and will be responsible for managing budgets, financial reporting, accounts payable and receivable, grant management, and compliance with financial regulations. This role requires strong analytical skills, attention to detail, and commitment to the mission and values of Diamond Diva Empowerment Foundation.

RESPONSIBILITIES:

- Develop and maintain budgets in collaboration with program managers and executive leadership.
- Monitor financial performance, analyze variances, and provide recommendations for cost optimization and revenue generation.
- Prepare monthly, quarterly, and annual financial reports for internal stakeholders, board members, and funding partners.
- Manage accounts payable and receivable, including processing invoices, payments, and reimbursements.
- Ensure compliance with accounting principles, tax regulations, and grant requirements.
- Coordinate annual audits and support the preparation of financial statements and tax filings.
- Provide financial guidance and support to program managers, assisting with budget development, grant proposals, and financial forecasting.
- Implement and maintain financial policies, procedures, and internal controls to safeguard assets and ensure accountability.
- Stay informed about relevant financial trends, best practices, and regulatory changes affecting non-profit organizations.

- Collaborate with executive leadership and board members to develop long-term financial strategies and goals.

PERFERRED SKILLS:

- Bachelor's degree in Accounting, Finance, or related field (Master's degree preferred).
- Minimum of 2 years of experience in financial management, preferably in a non-profit organization.
- Strong proficiency in financial software (e.g., QuickBooks, Salesforce, Microsoft Excel) and familiarity with accounting principles and practices.
- Excellent organizational skills and ability to prioritize tasks in a fast-paced environment.
- Effective communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
- Demonstrated commitment to ethical conduct, integrity, and transparency.
- Knowledge of grant management and reporting requirements is desirable.