



## **POSITION: Accountant**

**LOCATION:** Remote, from one of RAP's approved locations in the US, with minimal domestic and/or international travel expected.

## **ABOUT RAP**

Regulatory Assistance Project (RAP)® is an independent, global NGO working toward a clean, reliable, equitable and cost-efficient energy system. We provide clarity, vision and innovative ideas to policy makers, regulators, and the broader community in the energy sector. RAP's international team of experts — composed of some of the most knowledgeable and experienced minds in the energy sector — partners with decision-makers to develop data-informed, real-world solutions.

For more than three decades, RAP has been a leader in developing solutions to the world's most pressing energy sector challenges. Developing answers to the questions regulators and other decision-makers are asking (or should be asking); changing the narrative; and leveraging partnerships to accelerate change. RAP's key policy areas build on past work and complement each other:

- Accelerate electrification of buildings, transportation, and industry.
- Accelerate the phaseout of gas infrastructure.
- Remove barriers to distributed energy resources.
- Decarbonize the electric grid.
- Reduce emissions from fossil fuels.

## **REPORTS TO**

Director

## **SUPERVISORY RESPONSIBILITIES**

N/A, may mentor junior staff members

## **JOB SUMMARY**

The accountant supports RAP's international finance operations through comprehensive accounting functions, including managing multi-currency transactions, coordinating global banking processes, and supporting compliance and reporting requirements. This position plays a critical role in ensuring the financial accuracy and integrity of RAP's work across jurisdictions. The ideal candidate has nonprofit finance experience and is comfortable working across time zones and currencies, with preferred experience in international payroll.

## ESSENTIAL FUNCTIONS

- Perform monthly and year-end closings, including consolidations and foreign currency conversions.
- Prepare and post journal entries and reconcile general ledger accounts across RAP's global operations.
- Maintain depreciation and amortization schedules and support fixed asset tracking.
- Prepare internal financial reports (cash flow, P&L, and departmental breakdowns).
- Support annual audit and tax preparation processes, including 990 filings and responses to auditor inquiries.
- Manage day-to-day financial transactions involving multiple currencies and jurisdictions.
- Coordinate with international banking partners for fund transfers, account monitoring, and reconciliation.
- Process and reconcile payments, vendor invoices, expense reports, and timesheets in compliance with local regulations and RAP policy.
- Collaborate with external partners on foreign entity accounting and ensure local compliance.
- Assist in international payroll coordination by verifying time and payroll data and working with third-party providers.
- Track and reconcile payroll entries, including tax filings and benefit deductions, in multiple jurisdictions.
- Support payroll reporting and audit trails across countries.
- System Management and Support
- Maintain RAP's accounting software (Sage Intacct) and expense management platform (Nexonia), ensuring data integrity.
- Liaise with software vendors and support staff with financial system-related issues or questions.
- Help maintain time-tracking systems and ensure correct project coding and system integration.
- Mentor junior accounting staff when appropriate.
- Participate in process improvements and documentation of financial workflows.

## CORE COMPETENCIES

- High attention to detail and accuracy.
- Ability to manage multiple priorities and meet deadlines.
- Clear written and verbal communication skills.
- Team-oriented with a willingness to learn and adapt.
- Strong organizational and problem-solving skills.
- Self-motivated and able to work autonomously

## MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, Finance, or related field (or equivalent experience).
- Minimum 3–5 years of progressive accounting experience, preferably in a nonprofit or international environment.
- Demonstrated experience with:
  - Foreign currency accounting and conversions
  - International banking transactions and reconciliation
  - Global accounting systems
- Proficiency in accounting software (Sage Intacct strongly preferred) and advanced Excel skills (e.g., pivot tables, VLOOKUP).

### Preferred

- Experience with international payroll processing and compliance (e.g., US, UK, EU).
- Certification (CMA, CPA, CNAP) or equivalent experience.
- Familiarity with fund accounting, grants management, or 501(c)(3) compliance.

## PHYSICAL DEMANDS

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform these functions.

## RAP'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY, AND INCLUSION

RAP team members are hired and compensated based on job-related qualifications and abilities. We strive to provide a work environment that allows our team members to feel safe and respected. We value the dignity and worth of each individual and do not tolerate any form of employment discrimination, including harassment, and any mistreatment due to race, color, sex, gender, age, religion, or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military, or veteran status, or any other characteristic protected by law. RAP provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about accommodation or need assistance with completing the application process, please email [hr@raponline.org](mailto:hr@raponline.org).

## COMPENSATION & BENEFITS

RAP recognizes the hard work and dedication of its staff members and provides best-in-class total rewards with generous paid time off, comprehensive health & wellness package, flexible work arrangements, and a competitive salary range in alignment with the regionally applicable employment market of \$50,000-60,000.

**INTERESTED?**

Please submit your application, consisting of a résumé or curriculum vitae and a cover letter by email to [apply@raponline.org](mailto:apply@raponline.org).