



Accountant and Financial Administrator

Developing World Markets is seeking a dynamic accountant to join a growing team of finance professionals with a strong social mission. The incumbent will work with DWM's Finance and Accounting Manager to ensure accurate and timely financial statements. In addition, the incumbent will assist in addressing various matters relating to our fund management activities.

Responsibilities will include:

- Supporting the Finance and Administration Team in all corporate and fund accounting related tasks
- Applying accounting principles to financial analysis and preparation of reports
- Assisting with the audits, including collecting documents, bank statements and any other material requested by the auditors
- Maintaining Fixed Asset and depreciation schedules
- Reconciling bank statements to Peachtree
- Assisting the Controller in tracking and maintaining Company insurance policies
- Preparing quarterly and semi-annual invoices in order to collect fees owed DWM for its fund management activities

Candidate must possess the following background and skill set:

- A Bachelor's degree in accounting, or a Bachelor's degree in finance with emphasis in accounting
- Advanced Microsoft Excel, Word and PowerPoint skills
- High motivation and attention to detail
- Excellent organizational and time management skills
- Ability to learn quickly and work independently as well as being a team player
- US citizen or permanent resident

Developing World Markets is at the forefront of a global effort to create investible solutions to meet social and economic needs of the developing world. DWM structures transactions that open doors to the international capital markets for microfinance institutions and other socially motivated organizations. The DWM team has deep experience in investment banking and emerging markets investing, as well as a passionate interest shared with their clients in the social goals served by their transactions. For more information:

<http://www.dwmarkets.com>

Qualified candidates should send a cover letter and resume to Jackie Ruiz, Jackie@dwmarkets.com