**Junior Staff Accountant**

To Apply: Submit resumes for consideration. Please place “Junior Staff Accountant” in the subject line.

The Entrepreneurs’ Organization is looking for a business professional to join our team in the US region as a Junior Staff Accountant. The Entrepreneurs’ Organization (EO) – for entrepreneurs only – is a global community that enriches members’ lives through direct peer-to-peer learning, connections to experts and once-in-a-lifetime experiences. EO is the catalyst that enables entrepreneurs to learn from each other, leading to greater business success and an enriched personal life. For more information visit [www.eonetwork.org](http://eosp:81/).

At EO, the staff takes pride in our work, and it shows in everything we do. To reflect our unique culture, we embrace and embody five essential core principles:

* **Teamwork**: working together to achieve excellence
* **Trust & respect**: displaying and rewarding integrity
* **Creativity**: the possibilities are endless
* **Professionalism**: lead, learn and live by example
* **Fun**: lighten up, live it up, laugh it up!
* **Service**: Providing a world class experiences

The Junior Staff Accountant will provide finance support to EO membership and staff.

**Essential Duties and Responsibilities:**

* Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
* Distributes expenditures according to schedules.
* Monitors compliance with generally accepted accounting principles and company procedures.
* Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
* Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.
* Assist with other duties as needed.

**Education and/or Experience:**

Required:

* 1-2 years business experience
* Bachelor’s degree in business or related field
* Familiar with MS Office and
* Able to manage multiple assignments, meet deadlines, and work well in a team environment
* Ability to travel

Preferred:

* Non-profit/association experience
* Ability to speak multiple languages

Impress us with your abilities and share your passions. And know that the staff that you may be working with soon is really one of the best teams assembled. Make your mark with EO and join this organization.

Nothing contained in this job description, or conveyed during any interview which may be granted or during any period of employment (if hired) with Entrepreneurs’ Organization, is intended to create an employment contract with any employee or prospective employee of the Firm for any specified period of time. Work rules and benefits in effect are subject to change from time to time, according to the needs of the organization. Any and all employment with Entrepreneurs’ Organization is “at will,” that is, for no definite or determinable period and subject to termination at any time, with or without cause and with or without prior notice, at the option of either the employee or the organization.

Entrepreneurs’ Organization is an equal opportunity employer