



International Emergency and Development Aid (IEDA Relief) Inc.

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International Emergency and Development Aid (IEDA Relief) is a Not-for-Profit organization, 501(c)3 Tax-exempt Headquartered in Houston, Texas, USA with office in Brussels, Belgium (IEDA Relief Belgium) and global operations in few countries around the globe providing Humanitarian/Relief and Development Services. IEDA Relief is an emerging organization committed to taking the most effective, flexible and innovative approaches to Humanitarian and development work. Our mission is to alleviate the suffering of vulnerable people tackling the underlying causes of poverty so that they can become self-sufficient and achieve their full potential. Since 2008, IEDA Relief has worked in 12 countries with an \$80M investment over 260 projects helping people as they transition to longer-term development. Our staff focus on marginalized people, as well as internally displaced persons and refugees. We have facilitated and delivered the key components of support and coupled activities with community capacity building to develop a local voice, ownership, and technical capability for communities to support their transition to longer-term sustainability. Why IEDA Relief? We know communities – we do not just say it, we practice it. We are working intimately with communities from Day One. For us, it does not make sense to work in communities without understanding them and learning from them – their people, their needs, what drives them, social structures, cultural practices, and interactions. When the situation calls, we work quickly so that we do not lose time further down the road when problems arise. During this worldwide Pandemic of Covid-19, IEDA Relief picked up the call and is responding to feeding the 1st Responders by raising funds and receiving in-kind donations.

Be a Part of the IEDA Relief Team!

Globally, volunteers and interns (many of which are locally recruited) play a vital role in IEDA Relief's programs and operations. Volunteers and interns from diverse backgrounds dedicate their time and skills to work directly with program beneficiaries, develop IEDA Relief's organizational capacities, help with IEDA Relief events and fundraisers, and take part in emergency response missions in the critical days and months following a conflict or natural disaster.

IEDA Relief actively recruits volunteers and interns for specific postings (see below), and also accepts applications on a rolling basis. Prospective interns must be currently enrolled in or recent graduates of an undergraduate or graduate educational institution; internships are generally unpaid unless special arrangements are made with your academic institution. View the opportunities posted below for specific internships and volunteer openings.

Depending on the needs of the office and an individual's level of experience, examples of duties include:

- Short- and long-term program assistance to educate, mentor, and otherwise provide support to refugees, asylum seekers, immigrants and other vulnerable populations of all ages
- Assisting IEDA Relief staff with program data entry, monitoring and evaluation, reporting/translation and website updates
- Assisting with IEDA Relief events, (social) media campaigns, and fundraisers
- Conducting research and producing proposals regarding potential new IEDA Relief programs and/or solutions to help meet organizational objectives
- Providing specific skills and/or expertise in finance, marketing and media, HR, emergency management, IT, or other areas of specialization to add to IEDA Relief's programs and organizational capabilities

[Apply Today!](#)

If you are interested in becoming an IEDA Relief volunteer or intern, please email your resume/CV to volunteer@iedarelief.org. Please note only applicants that state their availability will be considered. In the subject line of your email, specify what position you are responding to and the location you are interested in serving.

At IEDA Relief, our mission is to alleviate the suffering of vulnerable people. We are a (501(c)3) Tax Exempt NGO under IRS Charity code, an Organization in Special Consultative Status with the UN Economic and Social Council (ECOSOC) since 2017.



Bookkeeper Job Description

The Bookkeeper will oversee the IEDA Relief's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. S/He will perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. Additionally, they will assist with basic HR duties like new hire documents, compliance, and temporary disability insurance and workers' compensation filings, making them an indispensable part of the agency's fiscal fitness.

Responsibilities

- Maintains records of financial transactions by establishing accounts, posting transactions, ensure legal requirements compliance
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Maintains subsidiary accounts by verifying, allocating, and posting transactions
- Balances subsidiary accounts by reconciling entries
- Maintains general ledger by transferring subsidiary account summaries
- Balances general ledger by preparing a trial balance; reconciling entries
- Maintains historical records by filing documents
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends
- Compiles with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports, advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed
- *The agency reserves the right to add or change duties at any time

Qualifications

- Developing Standards
- Dealing with Complexity
- Data Entry Skills
- SFAS Rules
- Confidentiality
- Analyzing Information
- Reporting Research Results
- Accounting
- Attention to Detail
- Thoroughness

Educational Requirement

Associate Degree with 6 months of experience or equivalent of education and experience.