



## Improving lives, Building futures

The Accounting Analyst is responsible for reviewing and analyzing monthly financial reports submitted by the Country and/or Project Offices for completeness, accuracy, and allowability of costs and for posting data into the general ledger. The Accounting Analyst works as a team with the country office staff and program managers, and interacts regularly with other accounting analysts both at HQ and in the field. This requires an understanding of the program(s) being supported, the budgets for the County office and assigned projects, and familiarization and knowledge of donor rules and regulations in relation to the allowability of costs.

### **Essential Duties and Responsibilities:**

- Receive and review monthly field financial reports for consistency, completeness and accuracy of documentation and prepare posting to the correct project budget item;
- Receive, review and process wire transfer requests from field offices and sub-recipients in coordination with Program Managers;
- Reconcile or review reconciliation of bank statements, petty cash, advance and other accounts with general ledger to ensure safety of Africare assets;
- Create Journal Entry to post field financial information directly into Lawson's accounting system;
- Set up accounts for new projects and amendments to existing projects ;
- Prepare Federal reporting (SF425) and private donor reports and/or invoices for projects;
- When requested, and in conjunction with Program Managers or other staff, provide forms and worksheets to field finance staff as needed to track or document in-kind cost share, travel advances, allocation of costs among programs, payroll reports, etc.;
- Assist Program Managers and other project staff in regular monthly monitoring of project spending levels against budget;
- Respond to routine accounting/financial report inquiries from field or HQ; resolve issues that arise;
- When needed, travel to field sites;
- Assist with preparation of the annual financial audit ,and A-133 and any other audits;
- Other duties as assigned



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### Qualifications:

#### Minimum Requirements:

- Bachelor's degree in Accounting or Finance related;
  - Prior project accounting experience with non-profit, international accounting, US Government, private donors, etc. preferred;
  - Experience with QuickBooks and Lawson preferred;
  - Fluency in written and spoken English;
  - Fluency in written and spoken French.
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- Aptitude for understanding regulations and monitoring financial transactions and documentation for compliance; familiarity with OMB Circulars;
  - Excellent oral, written communications, and analytical problem solving ability;
  - Excellent computer skills, including advanced Excel skills and experience with automated accounting systems;
  - Accuracy and attention to detail;
  - Cross cultural sensitivity;
  - Strong e-mail communication skills, ability to write in a manner sensitive to cultural differences, and provide clarity to staff where English is not the primary working language of the project
  - Ability to working independently and to provide high level of customer service required;
  - Ability to multi-task.

### How to Apply:

Applications should include a CV and cover letter. In the cover letter (of no more than two pages in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

Please send CVs to [humanresources@africare.org](mailto:humanresources@africare.org), including "Accounting Analyst" in the subject line. Resumes must be submitted by close of business on July 31, 2018. **ONLY short listed candidates will be contacted.**

For more information about Africare, please visit [www.africare.org](http://www.africare.org).

*[Africare is an Equal Opportunity and Affirmative Action employer committed to workplace diversity.](#)*