

KONBIT SANTE ACCOUNTANT

If you're interested in working for a global health organization and want to be a part of a high-performing team, come join us. We are a mission-driven organization and have been supporting the healthcare system in Haiti for the past 20 years.

SUMMARY

The accountant manages and supports the finances, accounts, and budget for the organization. The finance manager manages the day-to-day administrative aspects of the office and provides pertinent daily support to the staff members in the USA office. The accountant works closely with the executive director and the rest of the staff members to promote and support the mission of the organization. This position reports to the executive director.

MAJOR DUTIES

Finance and Accounts

- Maintains records of budgetary expenditures and develops financial reports and projects budgets
- Develops and maintains bank relationships, including conducting an annual review of the relationships
- Oversees and processes payroll time sheets, sick and annual leave documents, travel reimbursements, purchasing documents, and employment documents for staff members
- Oversees the fiscal and administrative aspects of contract management and monitors compliance with relevant laws
- Conducts financial audits and renewals for financial policies in order to remain compliant as required by law
- Manages official financial records to ensure compliance with federal, state and local regulations and with grant-rewarding agencies
- Develops policies and procedures related to finance and accounts

Administration

- Monitors and implements administrative policies within the office
- Provides direct staff support to the organization such as handling phone calls and inquiries
- Handles day-to-day office activities and issues
- Compiles and sends appropriate meeting reminders along with agendas
- Assists in note-taking responsibilities at group meetings

Donor Database

- Ensures timely entry of checks and financial information into the database
- Develops financial reports of donors
- Sends general thank you notes to all donors and informs executive director, as needed
- Serves as in-house expert on the donor database

General

- Attends board meetings with the executive director as requested and provides frequent financial and budget-related updates to the board
- Provides staff support to the finance committee
- Performs miscellaneous job-related duties and special projects as assigned by the executive director

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MINIMUM JOB REQUIREMENTS

Success in this position requires an in-depth understanding of nonprofit leadership and finance, and of accounting, such as the utilization of QuickBooks and appropriate accounting software. Other qualifications include:

- Bachelor's level degree in Finance, Accounting, Economics, Business Management, Public Health, Public Administration, or related field.
- Experience of at least 1-2 years in finance or accounting for a nonprofit organization, preferably with some global health or international development experience.

SELECTION CRITERIA

- Ability to work with high degree of independence and accuracy
- Demonstrates excellent leadership, interpersonal, and supervisory skills
- Demonstrates good organizational and coordination skills
- Demonstrates strong communication skills, both written and oral
- Demonstrates strong financial planning and management skills
- Comfort working with diverse individuals and organizations
- Flexible about time requirements (i.e., able to attend some evening meetings)
- French or Creole proficiency highly desirable
- Criminal background check

Konbit Sante reserves the right to waive any requirement or substitute for any requirement listed above if it is deemed to be in the best interest of the organization. To apply, submit resume and cover letter to hr@konbitsante.org