



PART TIME: Finance Assistant

Amref Health Africa (Amref) is an African-centric healthcare nonprofit, running 150 programs in 35 countries across sub-Saharan Africa. We reach an average of nine million people per year. 97% of our global staff are African, making us a leader in creating 'African solutions with African expertise'.

Responsibilities

- Manage accounts payable, prepare payments of invoices, including supporting documentation
- Make Amex payment after receipts have been reconciled with statement
- Maintain vendor files
- Assist with monthly bank reconciliation
- Assist with compilation of documents and schedules for annual audit
- Assist with staff reimbursement and staff timesheets
- Special Adhoc projects

Requirements

- Must be willing to visit our office building in Financial District if needed
- Computer proficiency required, including MS Office
- Knowledge of FUND EZ financial software (preferred but not required)
- Self-motivated team player with a high sense of urgency and ability to handle multiple projects at once
- Outstanding communication skills, both written and oral
- Ability to handle sensitive/confidential information and be discreet
- Exceptional interpersonal skills; possess a friendly, professional demeanor, and positive presence
- An understanding of and affinity for Amref Health Africa's mission

How to apply

This role is part-time, up to 12 hours per week.

Please email a cover letter and resume to Agnes Mestrich: mestrich@amrefusa.org. Please PDF your documents and use the subject line "Finance Assistant application".

NO CALLS PLEASE!

Amref Health Africa is an equal opportunity employer, and we are deeply committed to creating an inclusive environment for all employees.