

Staff Accountant/Senior Accountant Amref Health Africa in the USA



THE OPPORTUNITY

AMREF USA is currently in search of a proficient and dependable Staff Accountant/Senior Accountant who will directly report to the Director, Finance and Administration. In this role, the Staff Accountant/Senior Accountant will be entrusted with the task of meticulously maintaining financial records for AMREF USA. Responsibilities encompass managing financial transactions, reconciling accounts, generating financial reports, and ensuring strict adherence to financial regulations. The ideal candidate should possess hands-on experience with accounting software and demonstrate robust organizational skills.

AMREF USA

The Amref Health Africa in the USA office raises awareness and critically needed funds for our work in Africa. In 2021, 92% of our funds raised went directly towards programming.

With headquarters in Nairobi, Kenya, Amref Health Africa is the largest Africa-based healthcare nonprofit, serving millions of people every year across 35 countries in sub-Saharan Africa. Amref Health Africa began on the continent as the Flying Doctors, bringing surgical services to remote communities using light aircraft. Our priorities have since expanded to strengthen health systems and train African health workers to respond to the continent's most critical health challenges. Our approach is community-based and makes the people we reach partners rather than just beneficiaries. Over 97% of our global staff are Africans, so we are always tackling African challenges with African expertise.

Please visit <https://amrefusa.org/> for more information.

SUMMARY OF THE POSITION

The Senior Accountant/Staff Accountant holds a non-supervisory role, dedicated to delivering timely and precise information to both internal and external stakeholders. This position actively oversees the monthly financial process, contributing through the preparation of journal entries, account analysis, and reconciliations. The individual in this role takes ownership of designated functional areas, actively identifies and supports process improvement initiatives, contributing to the advancement of the department within a fast-paced, dynamically evolving organization. The position will prepare grants reports, monthly and quarterly financial reports and support budgeting.

ROLES AND RESPONSIBILITIES

- Responsible for the preparation of monthly journal entries, account reconciliations, and reporting for investments, debt, fixed assets, and project billing.
- Provide support for ERP and other process improvement initiatives to enhance automation and controls
- Assist in coordinating audits, including preparing audit work papers and supporting documentation
- Manage the entire accounts receivable/accounts payable cycle, encompassing invoice filing, payments, and reconciliation
- Maintain vendor files and ensure accurate classification of vendors for Form 1099 purpose.
- Maintain accurate and up-to-date financial records.
- Reconcile bank statements and credit card statements.
- Assist with general ledger account reconciliation – payroll, inter-ledger and benefits payment.
- Analyze financial reports, including income statements and balance sheets.

- Prepare invoices and follow up with clients on payments.
- Assist with budgeting and forecasting.
- Assist with grant financial report, monthly internal financial report and annual audit.
- Ensure compliance with financial regulations.
- Support payroll processing and tax filings.
- Communicate with clients and vendors regarding financial matters.
- Ensure compliance with generally accepted accounting principles

BASIC QUALIFICATIONS

- Bachelor's degree in Accounting or combination of relevant work experience and education
- Minimum of four (4) years of accounting experience.
- Experience working with international/global organizations preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Possess strong communication skills and ability to execute in a time sensitive environment.
- High degree of professionalism, strong work ethics and a team player.
- Proven ability to work with Windows based systems, more specifically Microsoft Office 2007
- Demonstrate a moderately high level of proficiency with spreadsheets in Excel.

WORKPLACE AND OTHER DETAILS

This is a remote role in the United States with a salary range of \$65,000-\$70,000 plus benefits with excellent growth opportunity. Preference for tri-state area.

Amref USA is a fully vaccinated workplace and all new employees, regardless of their work location, will be asked to share proof of full vaccination against COVID-19 within two weeks of their hire date or request an exemption from this policy due to a disability or sincerely held religious belief or practice.

TO APPLY

Please submit your resume and cover letter to careers@amrefusa.org, and include "Staff Accountant/Senior Accountant" in the email subject line.

If you require reasonable accommodation to participate in our application process, please let us know.

AMREF USA is an equal opportunity employer and welcomes a diverse candidate pool. Additionally, we are a fair chance employer and welcome candidates with living experience with the criminal justice system.

The above job description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments. This is only a summary of the typical functions of the job and duties may differ from those as outlined above.