

Finance and Accounting Manager

Type – Full time (Remote until further notice)

Location- Alexandria, VA

Reporting – Director of Finance and Accounting

Position Overview

The Finance and Accounting Manager is a key member of the HQ finance and accounting team. He/She will provide accounting and financial management support to HQ and field offices. This position is responsible for accounts receivable, budgeting, field finance and accounting, financial reporting, supporting internal and external audits, and period end reconciliations. The Finance & Accounting Manager will play a pivotal role in assuring adherence to financial policies, project policies and procedures, regulations, controls, and reporting systems.

Company Details

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. In the last 16 years Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries. For more details, check www.nascents.org

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Review the record and tracking of expenditure and budget performance of HQ and country offices
- Review regular reports and financial data of field/country offices
- Verify backup documentation for all related transactions, and ensures completeness and appropriate review and approvals are documented
- Support the Finance and Accounting Director in preparing regular donor reports
- Prepare costing for grant proposal and company budget preparation
- Support the development of the annual operating budget and consult with field offices on the fiscal aspects of program planning, salary recommendations, and other administrative actions
- Analyze and review budgets and expenditures and submit for program departments
- Ensure all bank accounts, general and subsidiary ledgers, APs, ARs are reconciled
- Periodically reconcile payroll with regulatory reports

- Monitor and review accounting and related system reports for accuracy and completeness
- Responsible for AR, including explaining billing invoices and accounting policies to staff, vendors, and clients.
- Support Director of Finance and Accounting in completing internal and external audits
- Prepares cost allocations, cost controls, trial balances, and provides accounting support in accordance with GAAP, 2CFR 200
- Recommend, develop, and maintain financial data bases, computer software systems and manual filing systems
- Resolve accounting discrepancies

REQUIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE:

- Degree in finance, accounting, or related field with 5 years' experience in accounting and financial management with international non-profit organizations
- Experience, including subsidiary ledgers, AP/AR/PR, cost allocation, and cash management
- At least 3 years of experience managing large US Government cooperative agreements and grants (experience with contracts is a plus)
- Knowledge of QuickBooks or similar accounting package required
- Knowledge of finance, accounting, budgeting, and cost control principles including US government accounting principles
- Knowledge of US federal regulations, particularly USAID and USDA
- Proficiency in Microsoft Office for Windows and Excel
- Proficiency in English, (an additional language is a plus)
- Excellent communication, time management and interpersonal skills with ability to follow through
- Ability to multi-tasks, ability to analyze financial data and prepare financial reports, statements, and projections

About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.