

Financial Analyst

Summary of the Position

Location: Alexandria, Virginia, USA

Type of Employment: Salaried, full-time, at-will employment

International Travel: Approximately 10%

Start Date: As soon as possible

Position Overview

The Financial Analyst is a key HQ finance and accounting team member. He/She will support HQ and field offices with accounting and financial management support. This position is responsible for accounts receivable, budgeting, field finance and accounting, financial reporting, supporting internal and external audits, and period-end reconciliations. The Financial Analyst 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 in 2004 to harness the creative entrepreneurial skills of target beneficiaries. In the last 19 years, Nascent has mobilized resources and implemented food security, nutrition, education, and maternal and child health programs, impacting the lives of over 10 million people in several African countries. For more details, visit: 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 Director of Business Operations in preparing regular donor reports
- Prepares budgets, detailed narratives and costing for grant proposals
- 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 for all program
- 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 billing invoices, accounting policies, vendor management, and clients.
- Support the Director of Business Operations in completing internal and external audits
- Prepares cost allocations, cost controls, and trial balances and provides accounting support in accordance with GAAP, 2CFR 200
- Recommend, develop, and maintain financial databases, computer software systems, and manual filing systems
- Support the data integrity of post-award, impact reporting and review of all financial spreadsheets and databases for accuracy and thoroughness, and inform Management of any issues that warrant attention

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 significant 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
- Excellent communication, time management, and interpersonal skills
- Ability to multi-task, ability to analyze financial data, and prepare financial reports, statements, and projections

How to Apply

Please submit a CV and cover letter to recruitment@nascents.org. Put the "Finance Analyst" position in the subject line. CVs without cover letters will not be considered. The closing date for applications is June 30, 2023, but candidates are encouraged to apply early as we are looking to fill the position quickly.

About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will be considered regardless of 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.