



WORLD HOPE INTERNATIONAL

POSITION DESCRIPTION

Staff Accountant

Background: World Hope International (WHI) is a rapidly growing 15-year-old Christian relief and development organization directly operating in nine countries and working in an additional eight through indigenous program partners. World Hope International mobilizes, equips and empowers nationals to effectively and sustainably address the needs of their communities.

Objective: The Staff Accountant is responsible for helping WHI's Finance/Accounting Department to provide accurate information to its staff, management, officers, board and donors with timeliness and excellence. The primary responsibilities of this position are to help ensure the effectiveness of the international operations portion of the Finance/Accounting Department and to support the management of the monthly transfer of accounting transactions from international offices to the general ledger system at headquarters.

Direct Report: Senior Accountant

RESPONSIBILITIES

Specific duties of the Staff Accountant include the following, but are not limited to:

General -

- Ensure that WHI's accounting and financial management information systems are in line with the best practices available
- Serve and support Program Managers by helping them and their staff receive the financial information they need. Respond to inquiries regarding finances, budgets and grant requirements for the countries assigned
- Assist and prepare audit schedules and provide supporting documentation for annual audits
- Setting up invoices scanned to Bill Pay for payment
- Entering accounts payable invoices into the ERP system
- Running payment process in Acumatica to clear invoices paid in Bill Pay
- Analyzing monthly staff credit card reconciliations/expense reports and travel advance expense reports.
- Submitting wire transfers
- Creating batches in ERP system for incoming checks. This will include appropriate bank transactions (bank deposit forms).
- Help ensure timely closing of accounting system
- Perform other related duties as required and necessary

Field Offices –

- Maintain accounting books, records and other related duties in daily administration of the field offices/ finance/accounting functions
- Verify that field offices are providing details, reporting properly and complying with government regulations in order to accurately report to government agencies and other programs that require financial reporting

- Monitor overseas reports for all offices securing full inclusion of data into the accounting system, analyzing entries and their placement in the financial statements, and balancing bank statements in local currencies to our financial statements in US dollars
- Help build human resources and organizational capacity with field office staff. Work with the International Accounting/Grants Manager to provide leadership, technical assistance, training and support both remotely and through visits to field offices. Help with transaction of smooth accounting processes for more timely and accurate information. Make related recommendations to the International Accounting/Grants Manager and Chief Financial Officer
- Process month-end transfer of accounting data from international field offices to the general ledger system, including conversion of data from Quick Books and other systems and communicate any and all adjustments and corrections to the field accountants
- Prepare and/or review monthly bank reconciliations, petty cash reports and other schedules supporting books from the field offices
- Maintain a filing system for reports and correspondence for all field offices
- Review HQ postings for proper and correct use of dimensions for field-related activities
- Perform conversions between various foreign currencies and US dollars
- Aid the International Accounting/Grants Manager in the administration and financial management of grants

Other -

- Specific allocation of responsibilities will be periodically reviewed and may from time to time be redistributed among the Finance/Accounting department

SKILLS AND EXPERIENCE

- Bachelors Degree in Accounting (required)
- 1-3 years accounting experience; ideally with some international accounting; proven ability to manage multiple projects and tasks and meet deadlines on a consistent basis
- Experience with nonprofit organizations desired, specifically with an international relief and development organization is a plus
- Experience in financial statement preparation, budgeting and reporting
- Strong experience in operation of automated accounting including general ledger software, Word, Access and web-based reporting
- Strong knowledge of Excel functions is needed to develop and maintain accounting reports that are generated using Jet Reports (an Excel based report writer that links to WHI's accounting system)
- Excellent verbal and written communication skills, especially in different world cultural contexts; strong analytical skills; excellent interpersonal skills
- Knowledge of an ERP system, preferably Acumatica