



**THE WHITE
RIBBON
ALLIANCE**

HEALTHY MOTHERS
HEALTHY WORLD

Senior Accountant
Supervisor – Celine Okoh – Chief Financial Officer

Position Summary:

The position is responsible for day-to-day accounting, monthly closing and preparing monthly financial reports for end users and facilitating the annual organizational audit.

Responsibilities:

- Manage and oversee accounting activities and operations of WRA
- Meet WRA financial accounting annual operating plans goals and objectives
- Monitor and analyze accounting data and produce financial reports or statements as required
- Establish and enforce accounting policies and principles
- Coordinate and complete annual audit
- Provide recommendations and improve systems and procedures and initiate corrective actions as appropriate
- Establish and maintain financial files and records to document transactions
- Ensure that all general ledger accounts are reconciled to subsidiary records on a monthly a monthly basis
- Oversee the filing of tax forms including 1099s and IRS pension report
- Coordinate monthly and annual closing activities
- Produce monthly financial reports for end users
- Create financial reports or presentations
- Assist with financial analysis on an ad hoc basis
- Support budget development
- Performs other duties as assigned by the Chief Financial Officer

Mission critical competencies: specific to this role

- Function/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
- Initiative taking: Anticipates needs of colleagues or the organization prior to being asked and identifies multiple ideas and options for remedying situations and prioritizing based on need
- Critical thinking: ability to assess and interpret work. Ability to develop, evaluate, implement and modify work. Ability to make accurate decisions
- Decision making and problem-solving: Use effective approaches for choosing a course of action or developing appropriate solutions; take action consistent with available facts, constraints and anticipated consequences

Qualifications:

- Bachelor's degree from a four-year college or university, field of study in Accounting or Finance preferred. CPA or graduate degree in accounting a plus
- 3+ years' experience in a public accounting with not-for-profit experience or in a not-for-profit organization
- Strong knowledge of US generally accepted accounting principles (GAAP) for not-for-profit entities, IFRS a plus
- Strong month-end close experience a plus
- Excellent leadership skills and ability to manage a project from start to completion
- Previous experience with financial audit and financial reporting required
- Detail oriented and the ability to analyze large volumes of data accurately and in a timely manner
- Effective writing and verbal communication skills required to communicate effectively
- Prior experience developing new procedures and tools to increase efficiency and accuracy
- Intacct accounting system experience not required but a plus
- Must have advanced proficiency in Excel
- Exceptional organizational and analytical skills; demonstrated ability to manage multiple tasks simultaneously

Salary: Upper fifties

Deadline: August 31st 2017

How to apply: If you are interested in being considered for this position, please send your letter of interest, resume and available start date to: hr@whiteribbonalliance.org (Attn: Senior Accountant Position).

Principals only