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| **Position Title:** | Accountant |
| **Position Number:** | 7009 |
| **Reports To:**  | Finance Manager |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

Performs accounting functions and conducts the theory and practice of recording, classifying, examining and analyzing data and records of financial transactions. Reviews and consolidates Country Office financials on a monthly basis. Processes and records journal entries, cash receipts/field cash management and wire payments. Responds to inquiries and assist in trainings. Maintains general ledger accounts and supporting sub-ledgers and produces various accounting reports. Participates in various accounting projects including external or internal audits, system upgrades, changes to accounting processes or procedures and other projects as assigned.

**Description of Responsibilities:**

* Applies accounting principles and practices to a limited range of accounting, budgeting, forecasting, cost accounting and/or other fiscal functions.
* Provides support for field programs by conducting live meeting training on financial systems and processes.
* Works with Global Program Management (GPM) staff to help them understand the financial aspects of the assigned Country Offices.
* Reviews Country Office monthly financial reports for month end closings involving cash and travel reconciliations, accuracy of reports, and cost allowances.
* Work may include: reconciliation of accounts or reports, examination of various financial statements for accuracy, completeness, and conformance to guidelines, and maintenance of subsidiary ledgers.
* Assists in various financial analysis projects and closure of accounting records.
* Reconciles US based sub recipients with the General Ledger accounts.
* Reviews inter department cash requests and journal entries.
* Assists with internal and external audit request.
* Prepares field office risk assessment reports.
* Independently applies accounting principles and practices to a variety of accounting, budgeting, forecasting, cost accounting and/or other fiscal functions.
* Work may include: account report preparation and reconciliation, development and implementation of control systems for determining and distributing costs, working with administrators to develop and operate accounting systems, examination of a variety of accounting documents to verify conformance with internal policies and external accounting standards.
* Prepares reports and statements requiring interpretation and analysis.
* May be involved in system design.
* Other duties as assigned

**Skills**:

* Independently interpret and apply thorough knowledge of Generally Accepted Accounting Principles (GAAP) and their application.
* Apply thorough knowledge of applicable information technology to perform the accounting duties.
* May develop and implement system changes.
* Compile, monitor, examine, and audit various moderately complex financial statements / reports / accounts or budget codes for accuracy, integrity and conformance to accounting and program guidelines.
* Develop, evaluate and implement changes to accounting systems and processes.
* Identify substantive issues and thoroughly and accurately research and analyze them.
* May design data collection, reporting tools and financial models.
* Prepare, disseminate and interpret financial reports.
* Serve as technical advisor on fiscal management and reporting issues.
* Evaluate systems of control and recommend improvements/changes.
* Prepare written and/or technical products which convey concise, comprehensive and accurate findings and conform to guidelines; provide appropriate documentation to support conclusions; may review and edit the work of others.
* Convey and/or consult on issues of a moderately complex nature in a clear, concise, and organized manner.
* Ability to establish effective working relationships that foster organizational success.
* Modify delivery, language, or content to account for the characteristics and needs of the audience.
* Assess and may resolve unprecedented problems that require research and review of policy and procedures and regulations.
* Apply judgment for problem resolutions or program requirements based on delegated authority.
* Identify changing requirements and problems regarding management needs and other fiscal procedures, account structures or reports, and accounting systems.
* Recognize respond to and may correct unusual activity.
* Differentiates between routine and non-routine transactions and seeks guidance when required.
* Exerts some influence on the overall objectives and long-range goals of the organization.
* Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.
* Supports internal and external audit requests.
* Explains variances in a concise manner.
* Suggests improvements to system and accounting processes
* Performs any other duties as assigned

**Qualifications**

* **Education: Bachelor’s** Degree in Accounting, Business, Finance, or other related fields.
* **Preferred Job-related Experience:** Three to five (3-5) years of accounting experience in public accounting firm or a large company. Proficiency in spreadsheet software required. Must demonstrate excellent analytical and organizational skills. Must be able to read, write and speak fluent English.
* **Additional Eligibility Qualifications:** Prior team lead experience preferred. Prior work experience in a non-governmental organization (NGO).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application