



## POSITION DESCRIPTION

Equal Access International ([www.equalaccess.org](http://www.equalaccess.org)) is a development communications NGO headquartered in San Francisco with country offices in Afghanistan, Burkina Faso, Cambodia, Chad, Nepal, Niger, Nigeria, and Pakistan. A communications for social change organization which combines the power of media with grassroots community mobilization, Equal Access creates customized communications strategies and outreach solutions that address the most critical challenges affecting people in the developing world such as women and girls' empowerment, youth life-skills and livelihoods, education, human rights, health, and democracy and governance. With over 200 staff worldwide and more than twelve years implementing innovative media and social change projects in challenging and remote locations, we seek a San Francisco-based Accountant.

### ***AP/Payroll Accountant***

The Accountant is a key member of the Headquarters Finance team who prepares reports, reviews, consolidate and analyze information received from stakeholders and supports the International Controller with the accounting, finance, management and some administrative tasks of the Company.

### **Primary Responsibilities:**

- Review and analyze information reported by field offices, which includes supporting documents, bank reconciliations accounting files and trackers.
- Prepare files to perform the monthly consolidation of the accounting information reported by field offices.
- Prepare financial reports and create templates in coordination with the International Controller as requested by stakeholders.
- Permanently review the information of the accounting system, report any discrepancy found and assist in the corrections.
- Provide training and guidance to accountants in the field to improve the timing and accuracy of the financial information.
- Assist Program Managers in the analysis of program budgets execution and alert of any potential over expense or discrepancies.
- In Coordination with the International Controller and Program Teams, answer questions stakeholders may have on the reports submitted.
- Reconcile the finance information provided by field offices with the same information at HQ.
- Prepare financial reports and invoices to be sent to stake holders.
- Assist with the cash flow tracking in liaison with the Programs Department.
- Assist in the review and coordinate approval and process vendor invoices
- Review all GL coding to maintain accurate books
- Assist in the process of bi-weekly payroll and maintain related records
- Participate in the implementation of changes to policies, procedures, and systems to facilitate growth, compliance and scaling of the organization

*Job Description (cont'd)*

- Prepare year-end closing and file 1099s and W2s timely
- Make sure that the expenses report system and time management system and related records are accurate, solve related issues, and provide training to new employees on the management of those tools.
- Prepare weekly check runs and mailing of checks in a timely manner.
- Assist to clarify and ensure accuracy of posted invoices and vendor payments
- Assist internal and external auditors to assess the financial and compliance risks of the organization
- Ad – hoc projects coordinated with the International Controller.

**Essential skills:**

- Commitment to the mission of Equal Access.
- Five years of experience in the full accounting cycle with emphasis in accounts payable, Accounts receivable, bank reconciliations, general expenses, understanding of benefits and payroll is a plus
- Excellent knowledge of Quick Books Premier 2016 and NetSuite ERP is a plus.
- Excellent analytical skills and advance excel skills (VLOOKUP, Pivot tables) required.
- Knowledge of federal government accounting practices including the Federal Acquisition Regulations (FAR), 2 CFR 200 Uniform Administration Requirement, Cost Principles and Audit Requirements, (Formerly, A-110, A-122 and A-133).
- Good skills managing accounting and other software programs – experience with NetSuite, Expensify and Replicon is a plus.
- Good written and verbal communication skills - French speaker is a plus.
- Willingness and ability to travel internationally.
- Salary history is required

**Reporting Relationship:**

Accountant reports to the International Controller.

**Qualifications:**

*Education:* BA in accounting and continuing education in relevant accounting matters, or five years progressive responsibility in accounting in comparable organization.

*Experience:* At least three years of experience in a full charge accounting environment. Consolidation experience required. International experience as well as non-profit experience preferred.

A competitive salary and benefits package will be offered. To apply, please send a cover letter indicating your reasons for interest in the position and a resume to: [jobs@equalaccess.org](mailto:jobs@equalaccess.org) with "Accountant" in the subject line of the email.

Applications will be reviewed on an ongoing basis. Please apply by September 24th, 2017. This is an exempt full time position. Applicants must have the right to work in the U.S. Equal Access does not provide visa sponsorship.