

**Job title: Accountant**

**Reports to:** Executive Director

**Location:** Dillsburg office

**Travel required:** N/A

**Salary Range:** \$18-\$20/hr

**Position type:** Non-exempt



**Desired Hours:** 20 hours/week; Workdays and hours/day schedule is negotiable at time of hire, within parameters that work will be performed in the office and work schedule will include at least 3 days per week

**Job Description:**

The Accountant plays an essential role in ensuring the accurate and effective financial management of Forgotten Voices International, a nonprofit dedicated to demonstrating the love of Jesus Christ by equipping churches in southern Africa to meet the physical and spiritual needs of orphaned and vulnerable children in their local communities. An effective Accountant for the organization will demonstrate excellent analytical skills and a thorough knowledge of nonprofit accounting principles, with some experience in an international setting a plus.

**Key Roles and Responsibilities:**

**Financial accounting and reporting**

- Maintain the general ledger to ensure accurate entry of revenue and expenses, monthly reconciliations and compliance with GAAP
- Analyze and present financial reports in an accurate and timely manner; make recommendations regarding the accounting of reserves, assets, and expenditures; report on accounting discrepancies and identify solutions to avoid future errors
- Coordinate the organization's cash flow to anticipate needs; provides regular cash flow forecasting reports
- Conduct tax reporting, organizational reporting (annual IRS 990 coordination), and end of year close-out work including depreciation, inventory/fixed asset management and annual accruals
- Provide accounting support to country offices in Southern Africa including: reviewing monthly transactions for reasonableness and accuracy, ensuring compliance with financial policies and procedures, assisting in the preparation and implementation of budgets, initiating of monthly program fund wires, providing technical support and guidance to the local accounting staff

**Budget:**

- Establish tools for budget and forecast preparation, and prepare the annual operating budget in consultation with the leadership team and finance committee of the Board of Directors
- Assist with the preparation of budgets for grant applications
- Monitor appropriate use of funds, progress and revisions, and keep leadership team abreast of the organization's financial status

**Audit**

- Coordinate the annual audit process with external auditors and the finance committee of the Board of Directors
- Assist with internal audits of the organization's international country offices

**Required/Desired Skills:**

- Agreement and commitment to the Christian values of the organization and to the mission of Forgotten Voices
- Bachelor's Degree in Accounting or Business
- Minimum of 3 years of experience as an Accountant in a nonprofit setting (international accounting experience preferred) with responsibilities including management of financial systems and budgets, reporting, data analysis, taxation, audit oversight, etc.
- Working knowledge/familiarity with financial software including: Microsoft Office, QuickBooks (nonprofit & online versions), Concur
- Strong attention to detail with exceptional level of accuracy
- Cross-culture partnership facilitation beneficial.
- Experience working in Southern Africa or with similar organizations preferred.

**To apply:**

Submit resume and cover letter to [shelton@forgottenvoices.org](mailto:shelton@forgottenvoices.org).