

Job Description

Position Title: Accountant

Location: Alexandria, VA USA

Reports to: Director of Finance and Administration

About Nascent Solutions Inc.

Nascent Solutions (Nascent) is a Virginia-based 501(c) (3) non-profit humanitarian and development organization. It is a woman-led community-driven non-profit, delivering humanitarian and development programs. We use capacity building and Social Behavior Change Communication (SBCC) programming to help reduce poverty in rural Africa.

Nascent offers employees a competitive compensation package, including health insurance, paid vacation, and 401(k), and a professional development stipend.

Duties and Responsibilities

- Manage all accounts payable including ensuring costs are appropriately documented and approved, entering transactions, and supporting the execution of payments.
- Compiling and preparing field office financial report for the review of the finance director.
- Develop and maintain online and paper filing systems for accounting files.
- Support budgeting, both internally and for donor-specific needs
- Support procurement process, including serving as a resource on internal compliance / policy and reviewing and maintaining relevant documentation.
- Support the annual audit and preparation of tax forms and filings.
- Provide additional administrative or other support as requested.
- Analyze and organize office operations and procedures such as personnel, filing systems, requisition of supplies, and other administrative duties.
- Ensure IT equipment and services are available including equipment and software purchasing, maintenance, and support.
- Maintain clerical and personnel records to ensure completeness, accuracy, and timeliness.
- Assist management team and consultants as required with project management and execution, tracking consultant's timesheet data, preparing management reports
- Verify financial transactions for approval and signature
- Verify all logistics including tracking and follow up shipments and request adequate reporting from consignees

JOB REQUIREMENTS

- Minimum Bachelor's degree in Accounting or Management, or related area and a minimum of 3 years of related experience
- Experience with international not for profit organization
- Excellent organizational skills
- Excellent PC skills using MS Office and financial management software (QuickBooks experience, a plus)
- Works well in teams
- Excellent oral and written communication skills.
- Able to manage time to maximize production

The ideal candidate for this job is an individual with a positive disposition who can demonstrate flexibility, resourcefulness and ability to initiate and implement new procedures and systems to improve and maintain an efficient and supportive office environment.

How to Apply

To apply, please submit a cover letter, CV, and salary requirements to recruitment@nascents.org. CVs without cover letters will not be considered. Sierra Leone nationals are highly encouraged to apply. Please note that only shortlisted candidates will be contacted. Closing date for applications is **March 31, 2019**.

About Nascent Solutions

Nascent Solutions (Nascent) is a Virginia-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas of focus are food security and nutrition, health, education and skills development, and gender equity.