

Finance Officer

About Nascent Solutions Inc.

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. Over the last 15 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of millions of people in several African countries.

Summary of Position

Start Date:	As soon as possible
Location:	Alexandria, Virginia, USA
Type of employment:	Salaried, full-time, at will employment
Travel:	Approximately 10% international travel; minimal anticipated domestic travel outside of the Washington, D.C. area
Reporting:	Reports directly to Finance Director

Duties and Responsibilities

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards
- Review the record and tracking of expenditure and budget performance of HQ and country offices
- Review regular reports and supporting documents of country office finance reports
- Support the finance director in preparing regular donor reports
- Prepare costing for grant proposal and company budget preparation
- Analyze and review budgets and expenditures and submit for program departments
- Ensure all bank reconciliations, general and subsidiary ledgers, APs, ARs are reconciled
- Periodically reconcile payroll with regulatory reports
- Monitor and review accounting and related system reports for accuracy and completeness
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents
- Explain billing invoices and accounting policies to staff, vendors, and clients.
- Resolve accounting discrepancies
- Supervise the input and handling of financial data and reports for the organization's automated financial systems
- Interact with internal and external auditors in completing audits
- Prepares cost allocations, cost controls, trial balances, and provides accounting support in accordance with GAAP, 2CFR 200
- Recommend, develop, and maintain financial data bases, computer software systems and manual filing systems
- Develop the annual operating budget and consult with field offices on the fiscal aspects of program planning, salary recommendations, and other administrative actions

Key Qualifications:

- Degree in accounting with three (3) years experience in financial and grant management experience, including subsidiary ledgers, AP/AR/PR, cost allocation, and cash management
- At least 3 years of experience managing large projects (US Government funded projects is a plus)
- Multi-government funding, proficiency in Microsoft Office for Windows and Excel
- Knowledge of QuickBooks or similar accounting package required
- Proficiency in English, (an additional language is a plus)
- Excellent communication, time management and interpersonal skills with ability to follow through
- Knowledge of finance, accounting, budgeting, and cost control principles including US government accounting principles
- Knowledge of financial and accounting software applications
- Knowledge of US federal regulations
- Ability to multi-tasks, ability to analyze financial data and prepare financial reports, statements, and projections

How to Apply

Please submit a CV and cover letter to recruitment@nascents.org. Put “Finance Officer” position in the subject line. CVs without cover letters will not be considered.

Closing date for applications is Aug 14, 2020, but candidates are encouraged to apply early as we are looking to fill the position quickly.

Current work authorization in the United States is required.

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.