

Manager, Accounting Operations

IMA World Health is a non-profit, faith-based organization that offers extensive expertise in health systems strengthening. With a mission to restore health and healing to those most in need, IMA also focuses on tropical diseases, malaria, HIV, non-communicable diseases, and sexual and gender-based violence programs in some of the most challenging and post-conflict settings throughout Africa, Asia, and the Caribbean.

The Manager, Accounting Operations is responsible for assisting the Director of Accounting to achieve the completion of assigned accounting processes including general ledger maintenance, treasury/banking accounting, fixed asset accounting, cost allocations accounting, miscellaneous revenue accounting, as well as other accounting functions. Provides Supervision to Staff Accountant.

Incumbent is responsible for making independent decisions based upon knowledge of organization's operations, policies and procedures.

Essential Functions:

- Coordinate, including being able to perform, activities across the various accounting functions: accounts payable, accounts receivable and general accounting.
- Prepare and/or coordinate monthly reconciliation of general ledger accounts.
- Facilitate monthly "closing" of financial records
- Oversee the administration and maintenance of accounting software, currently Sage MIP, to include chart of accounts, appropriate report formats, valid account code tables, use of the grants administration and budgeting modules, and coordination of outside technical support.
- Review expenses to ensure that they have been recorded in accordance with IMA World Health policies and procedures and generally accepted accounting procedures.
- Ensure the collection of accurate and complete documentation to support accounting entries in accordance with established IMA World Health policies and procedures and donor requirements.
- Works closely with accounting staff to review accounting process and procedures, review any errors that have occurred and recommend procedures to prevent errors from recurring.
- Serves as backup for Senior Staff Accountant to prepare monthly financial statements for management review
- Prepare and/or coordinate expense allocations
- Ensures proper cash handling procedures;
- Reviews and maintains financial details for all inventory (purchased and donated) transactions.
- Assist in the annual financial audit by answering questions and providing requested documents.
- Monitor and review general ledger account reconciliations to ensure accounts are reconciled in an accurate and timely manner.

- Ensure that assets are appropriately protected, including collection of receivables, avoidance of excess payments, proper authorization for expenditures
- Assist with implementation, communication and enforcement of management directives, policies and procedures.
- Assist accountants in resolving issues or difficulties in the performance of their work, knowing when issues should be escalated.
- Maintain deep knowledge of team functions and ensure all team members are adequately trained to effectively and efficiently perform their assigned tasks.

Qualifications

- Bachelor's degree in Accounting; MBA and/or CPA preferred; with minimum five years' experience; three years of supervisory experience preferred.
- Experience with Accounting Software;
- Demonstrated advanced Excel skills
- Demonstrated ability to accurately work with large amounts of financial and accounting data.
- Ability to plan and organize work;
- Strong interpersonal skills including verbal and written communication skills
- Ability to work effectively as part of a team as well as independently while exercising sound judgment and discretion.

Qualified applicants may apply online: [Manager, Accounting Operations](#)