

SENIOR ACCOUNTANT

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 Senior Accountant provides overall accounting and finance support under the supervision of the Director of Accounting. S/he will focus on general ledger activity, daily posting process, accounts receivable and accounts payable, month-end closing process and financial report preparation.

Work involves the ability to manage a queue of priorities, making independent decisions based upon knowledge of organization operations, policies and procedures and reviewing the work of support staff.

Essential Functions:

- Coordinate, including being able to perform, activities across the various accounting functions: general ledger maintenance, month-end closure, accounts payable, accounts receivable and general accounting.
- Manage wire transfer approval process. Supervise and support Staff Accountant in wire transfers, monthly billing, general ledger posting and daily accounts receivable processes.
- Prepare and/or coordinate monthly reconciliation of general ledger accounts. Work with HQ finance analyst, as well as Country Finance Managers to report timely and accurate financial data.
- Facilitate "closing" of financial records monthly in a timely manner.
- Support the Director of Accounting with Lead Schedules for the external annual audit process.
- Review expenses to ensure that they have been recorded consistently and 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, analyze and reconcile accounts and recommend controls to prevent errors and promote efficiency.

- Participate in review/updates to the Financial/Accounting procedure manual. Perform indirect cost calculations, revenue recognition and month-end closure.
- Ensures proper cash handling procedures; responsible for cash flow projections, analysis and supporting schedules. Maintain effective relationships with the banks.

Job Requirements:

- Bachelor's degree in Accounting, Finance, Business Management with minimum of five years of experience in the field. Experience with international NGOs preferred.
- Demonstrated skill with MS Excel spreadsheets. Knowledge of Sage/MIP preferred.
- Demonstrated ability to accurately work with large amounts of financial and accounting data.
- Ability to plan and organize work
- Strong interpersonal, verbal and written communication skills that demonstrate a proven record of being an effective part of a team-oriented staff.
- Ability to work effectively as a team member and independently exercising sound judgment and discretion.

Qualified applicants may apply online: [Senior Accountant](#)