



**Job Title:** Overseas Accounting Analyst, Baltimore  
**Requisition Number:** D3349  
**Position Type:** Full Time  
**Hours Per Week:** 35  
**Department Name:** Finance Division  
**Post Location:** United States/Baltimore

**APPLY ONLINE:** <http://bit.ly/2jg6Mn0>

**About CRS:**

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

**Job Summary:**

The Overseas Accounting Analyst collaborates and works closely with the respective country program Finance Managers and Regional Finance Officers to ensure budgeting, accounting and other financial and accounting functions are in accordance with GAAP, CRS finance policies and procedures and donor regulations. This position ensures that CRS' country program data bases are closed on time and the financial data from the field are complete and accurate and uploaded to HQ Accounting system. This position provides regular financial and accounts analysis and is responsible for a portfolio of 7 – 10 countries.

**Job Responsibilities:**

- a. Ensure timely and accurate month-end closure by the country programs. Identify issues that need to be resolved and determines an action plan.
- b. Provides Finance Managers with technical support, assistance with adherence to CRS' policies and procedures and answering any direct inquiries.
- c. Perform detailed account analysis and system reconciliations, coordinate resolutions and recommend improvements as needed.
- d. Conduct cost allocation monitoring and analysis. Ensure compliance with foreign exchange rate accounting.
- e. Perform TDYs to assist Country Programs with staff capacity building, resolving major accounting issues as well as gain an understanding of Country Program's day-to-day accounting activities including transaction processing and month end close.
- f. Provide assistance to Internal Audit by participating in the audits and the clearing of audit findings.
- g. Analyze monthly and quarterly expense fluctuations to ensure proper accounting treatment.
- h. Monitor discretionary and temporary restricted projects. Ensure proper set up, spending remains within the project budgets and timely closure.

- i. Contribute to the development and maintenance of systems and tools to improve financial analysis and management processes.
- j. Provide feedback to Regional Finance Officers and Country Representatives and identify staff training needs to increase financial capacity.
- k. Support CPs in preparation for external audits. Act as the point person for providing supporting documents for HQ level expenses.
- l. Support and participate in design, development of training materials and conduct trainings to Finance Managers.
- m. Perform other duties as assigned by Supervisor which are broadly in line with the above responsibilities.
- n. Provide mentorship to CPs and HQ Staff on financial management.

**Key Working Relationships:**

INTERNAL: Overseas Finance; Financial Systems; Domestic Finance; Treasury; Financial Planning; Internal Audit; Country Programs' Finance Managers and other finance staff members; Regional Finance Officers; Country Representatives; CPs' Head of Operations.

EXTERNAL: External Auditors.

**Personal Skills:**

1. Excellent oral and written communication and interpersonal skills.
2. Demonstrated experience managing multiple projects concurrently under deadline pressure and changing priorities in a high-volume setting.
3. Strong analytical/problem solving skills and accounting knowledge.
4. Ability to recognize the need to elevate issues to the appropriate team members.
5. Desire to work in a collaborative, proactive, and multicultural team environment, but able to work independently. Ability to maintain strong customer service.
6. Strong communication and presentation skills. Ability to train financial and non-financial staff of all levels.
7. Willingness to work additional hours during critical implementation periods.

**Qualifications:**

1. Minimum Bachelor's Degree in Finance/Accounting or related field. Master Degree preferred.
2. Minimum 3-5 years of progressive accounting experience.
3. Strong knowledge of all MS Office programs required. Knowledge of Sun Systems, Q+A and JD Edwards preferred.
4. Knowledge of fund accounting and GAAP.

**Language Requirements:** Fluency in written and spoken English and second language preferred.

**Travel Requirements:** International travel up to 25%[\[HD9\]](#) [\[TM10\]](#) expected travel time to field offices and partner/project sites.

**Disclaimer Clause**

This job description is not an exhaustive list of the skills, efforts, duties and responsibilities associated with this position.

**NOTE:** All interested applicants must be authorized to work in the U.S. at the time of application.

**EOE**