

Accounting Manager

Namati: Innovations in Legal Empowerment

An experienced finance professional who will develop and oversee Namati's accounting operations with accuracy and integrity.

About the position

At Namati, ensuring a rigorous and principled accounting system is critical to our organizational success.

As Accounting Manager, you will be a key member of the global finance team. Reporting to the Director of Finance and Administration, you will help build, maintain, and oversee all of Namati's global accounting operations. You will also be responsible for overseeing staff who are involved in cash management and risk management.

Overall, you will be responsible for the following:

Management

- Designing, maintaining, and implementing financial/operational policies and procedures to ensure internal controls, safeguarding of assets, regulatory compliance, and the reliability of financial statements and reports
- Managing outsourced functions, such as staff benefits and payroll
- Overseeing the day-to-day operations of Namati's accounting team, including thinking proactively about how to design an organizational structure which supports Namati's global goals and objectives

Transactions

- Overseeing the processing of Namati's financial transactions, including payroll, accounts payable, accounts receivable, and month-end and year-end closings
- Ensuring that accounts payable are paid in a timely manner
- Ensuring that accounts receivable are collected promptly
- Processing payroll in a timely manner
- Ensuring that periodic bank reconciliations are completed
- Maintaining the chart of accounts
- Maintaining an orderly accounting filing system
- Maintaining a system of controls over accounting transactions and budgets designed to mitigate risk

Reporting

- Preparing and issuing timely and thorough financial statements
- Managing donor, funder, and project-specific budgets and reports
- Coordinating the preparation of Namati's corporate annual report



- Calculating variances from the budget and reporting significant issues to management
- Developing a system for preparing and evaluating cost reports across the organization
- Conducting additional financial analyses as needed

Compliance

- Coordinating the provision of information to external auditors for the annual audit and ensure that reported results comply with generally accepted accounting principles or international financial reporting standards
- Complying with local, state, and federal government reporting requirements and tax filings

Here's what you might have tackled in the last week:

- Worked with the Director of Finance and Administration to prepare a quarterly financial report for submission to a Namati Environmental Justice Program funder.
- Completed last month's close with the finance team and prepared an internal report for review with the Director of Finance and Administration, and Program Directors.
- Communicated with the Global Network team to resolve an outstanding payment in advance of an upcoming legal empowerment learning exchange in Kenya.
- Worked with the Finance and Administration Officer in Namati's Yangon office to reconcile a travel advance taken by a Myanmar Program staff member for a community paralegal supervision field visit.
- Contacted Namati's third party payroll provider with the General Accountant to resolve a system miscalculation of staff payment from the previous pay period.
- Designed a presentation for an upcoming Namati board meeting reporting on global year to date projected versus actual spending, as well as planning for the subsequent year.
- Based on feedback collected from accounting staff across each of Namati's thematic and country programs, prepared the first draft of a new organization-wide accounting policies and procedures manual for review by the Director of Finance and Administration.

About You/Must Haves for the position

Career focus on accounting: You bring 5 or more years' experience in accounting to the position – from jobs, coursework, research, or internships. You have prior experience leading internal reporting, payment processes, and managing organizational accounts. You hold a Bachelor's degree in accounting or a similar field, and are excited to use your skills to help advance justice around the world.

Ease with technology: You're a technophile, and when given the opportunity to work with a new program or application, you quickly become fluent. You are able to navigate and use Quickbooks and Excel with ease.

Detail-orientation and precision: You genuinely enjoy completing detail-oriented tasks. You are dedicated to letting no ball drop, and deftly juggle multiple tasks. As a basic practice, you check and double check your work to ensure it is free of errors, and feel a sense of deep satisfaction upon successful completion of every task you tackle.



Efficiency and organization: You're highly organized and manage complex processes confidently and efficiently. You know how to work with input from a variety of stakeholders while maintaining control, scope, and timeliness. You always nail deadlines.

Resourceful problem-solving skills: You know how to find answers and can figure out how to solve problems when they arise. You possess the personal initiative needed to improve processes without prompting. You feel comfortable working independently.

Sound judgment and integrity: You are well-regarded for your judgment and are known for making reasoned, well-thought out decisions, even in the face of limited or conflicting information. Your ability to manage and respond appropriately to sensitive information has earned you a reputation as a trustworthy colleague/peer.

Mission orientation and drive: It's in your nature to work diligently on a problem until you've seen the solution through to your complete satisfaction. You're deeply committed to Namati's mission and driven to make an impact.

Growth mindset: You're always seeking to better yourself and your work, and you will push yourself to the peak of performance to help fulfill our mission. In service of that growth, you welcome and delight in feedback from supervisors, peers, and anyone else.

About Namati

Namati is dedicated to placing the power of law in the hands of people.

For billions of people around the world, the law is broken. It's an abstraction -- or worse, a threat -- but not something we can use to exercise our basic rights.

Namati is building a global movement of grassroots advocates who empower people to understand, use, and shape the law. These "barefoot lawyers" form a dynamic, creative frontline that can squeeze justice out of even broken systems.

In the past four years, Namati and our partners have worked with **over 40,000 clients** to take on some of the greatest challenges of our times: protecting community lands, enforcing environmental law, and securing basic rights to healthcare and citizenship.

We **track data on every case** and use that information to **advocate for systemic changes**, like better policies for land governance in Liberia, environmental regulation in India, and healthcare delivery in Mozambique.

And we're joining forces for change. Namati convenes the **Global Legal Empowerment Network** -- over 1,000 groups from 150 countries learning from one another and bringing justice to communities in every part of the world.

Our work has gained recognition. Namati and the Global Legal Empowerment Network were recognized with the prestigious [Skoll Award in 2016](#). Honoring CEO Vivek Maru as a fellow, Ashoka called ours the "best law-for-all model we've seen." We've been published and featured in the Guardian, the New York Times, and Forbes. And we've had some hefty supporters, including an advisory board with leaders like Amartya Sen, Mo Ibrahim, Fazle



Abed, and Madeleine Albright.

As we move into our next phase, we're growing our global team of passionate, results-oriented, big-hearted advocates, united by a common mission and a strong culture:

- **Our mission is our North Star.** It's why we all wake up every day. We pour our hearts into this work.
- **We're innovators and changemakers.** We are a young, energetic social enterprise and we know that our work is urgent. We believe in being nimble and doing what works.
- **Our work makes real, tangible, measurable progress in people's lives.** We take abstract concepts – rule of law and human rights – and make them concrete, helping people find solutions that improve their lives every day.
- **We walk our talk.** Our movement is about legal empowerment and we bring this spirit of empowerment and collaboration to all our partnerships. We hold humility as a core value: we lead when necessary and follow when necessary.
- **We are a truly global organization.** Our offices are located in Delhi, Freetown, Maputo, Oakland, Washington DC, and Yangon, and our staff come from all corners of the world. We are united by our common mission.
- **We see our people as our most valuable resource.** We bring on individuals of the highest caliber and character and we mentor, train, and support our staff.
- **We hold one another in the highest esteem.** Our work relationships are built on deep abiding respect and love.

For more about what it's like to work at Namati, please see our [Cultural Principles](#).

We would love to have you on our team. Please join us.

Location

Washington, DC, USA. Please note you must already be eligible to work in the United States to be considered for this position.

Compensation

Commensurate with experience.

To Apply

Please complete our [online application form](#), noting we prefer that all requested materials are uploaded as one PDF. *Applications will be considered on a rolling basis, but candidates are strongly encouraged to apply before Friday, July 14th.*

No phone calls please. Namati is an Equal Opportunity Employer.