



Finance Associate

VillageReach is a 501(c)3 nonprofit corporation whose mission is to save lives and improve well being in developing countries by increasing last-mile access to healthcare and investing in social businesses that address gaps in health and community infrastructure. Since its establishment in 2000, VillageReach has worked with public health systems and global health organizations in Malawi, Mozambique and other countries to strengthen logistics, management and services at rural health centers. For more information visit www.villagereach.org.

We are currently seeking a **Finance Associate** to join the VillageReach Team to provide accounting and donor database support for headquarters and operations. We have a team of 10 in Seattle and field staff numbering about 40. We are looking for a detail-oriented person who has advanced experience with MS Excel and major accounting systems. The successful candidate will be responsible for providing timely and accurate financial information and for maintaining organized and efficient systems. This position reports to the Controller, and will work in our Seattle office.

Job Responsibilities Include:

- *Monthly - provides basic accounting entry and account reconciliations*
 - Process Accounts Payable and prepare checks and wire transfers
 - Process donor contributions and prepare bank deposits
 - Process payroll and input into accounting system
 - Maintain schedule of leave and severance accruals
 - Process expense reports
 - Produce invoices for client contracts and track receipts in accounts receivable system
 - Process monthly financials from VillageReach offices in Africa
 - Process journal entries
 - Perform monthly reconciliation of general ledger
 - Reconcile bank statements
 - Prepare financial reports

- *As needed – Other accounting duties*
 - Communicate with vendors, consultants, and colleagues in other offices as needed
 - Maintain overhead, fringe, and other allocation schedules as needed
 - Assist with annual 1099 processing
 - Prepare supplemental schedules for and assist during annual audit and 990 preparation
 - Other duties as assigned

- *Provides data base support for Development/Fundraising*

- *Provide back-up for Administrative Assistant*
 - Field telephone calls and information requests
 - Assist with other administrative, programmatic and development work as needed

Qualifications:

- Bachelors degree in finance, accounting or related field
- At least 3- 5 years general ledger accounting experience
- Experience with major accounting/financial system is required (Sage MIP system is desirable)
- Advanced proficiency in Excel (Pivot Tables, Graphs, and Macros)
- International nonprofit experience and familiarity with A-122, A-110 and A-133 a plus
- Excellent organizational skills and attention to detail
- Strong quantitative and analytical skills
- Demonstrated ability to communicate cross culturally, in writing and verbally
- Ability and interest to travel overseas as needed
- US citizenship or valid US residency/ work permit required

Hiring range - \$15.50 - \$16.50 per hour with competitive benefits

VillageReach offers a motivated team of colleagues; a worthwhile mission; and a comprehensive benefits plan which includes medical, dental, vision, and life insurance, vacation, and a 401(k) plan.

To Apply:

Please, no phone calls. To apply, send a resume and a response to the questions listed below (3 pages or less). Please email your resume and response as attachments to job9876@comcast.net with the subject line "**Finance Associate.**" Incomplete applications not accepted. References will be requested from finalists.

APPLICATION DEADLINE: February 23, 2012.

RESPOND TO THE FOLLOWING QUESTIONS:

1. Describe your formal education. Do you have a Bachelors degree in finance, accounting or related field?
2. Describe how your experience in accounting matches the responsibilities of this job.
3. Describe your experience with major accounting/financial systems. What were your duties?
4. Explain how you have used Excel in your work, specifically your use of Pivot Tables.
5. Describe your international nonprofit accounting experience and familiarity with A-122, A-110 and A-133.
6. How would you describe your organizational skills and attention to detail? Provide examples.
7. Would your last supervisor say you have strong quantitative and analytical skills? Why?
8. How have you successfully communicated cross culturally, in writing and verbally?
9. What about this position attracts you most?
10. Describe your ideal working environment.
11. How long could you commit to working in this position?