ACCOUNTING ASSOCIATE
POSITION DESCRIPTION AND RESPONSIBILITIES

ABOUT CORPSAFRICA:
Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to create a culture of public service in Africa by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty.

www.corpsafrica.org

OVERVIEW OF THE POSITION:
Reporting to the Chief Operating Officer and working closely with headquarters and country office staff, the Accounting Associate will ensure that the organization’s financial administration and accounting systems are maintained at a professional level. The ability to ensure that critical accounting, reporting, and oversight processes and systems are functioning smoothly will ensure that CorpsAfrica maintains credibility with donors, advisors, associates, and regulators, while enhancing and supporting our broader mission. This is an excellent opportunity for a self-starter to build nonprofit experience, be creative, innovative and strategic, and play an important role in helping a dynamic organization expand carefully as well as boldly.

CLASSIFICATION: Part-time, non-exempt

SALARY AND BENEFITS: Hourly wage between $35-40/hour; 15-20 hours per week expected

LOCATION: Based in New York City or Washington, DC, with a flexible telecommuting policy

REPORTS TO: Chief Operating Officer

Specific responsibilities:
- Ensure that the organization’s books are accurate and up to date and manage various financial and reporting processes to ensure these are handled in line with CorpsAfrica’s Financial Policy Manual
- Review monthly financial reconciliations from overseas offices; provide support and communicate with counterparts as needed to ensure accurate and timely delivery of information
- Support transition from Quickbooks Online to Enterprise and create supporting documentation for Financial Policy Manual to reflect procedural changes
- Create and/or update templates and instructional documents to assist in day-to-day and monthly financial reporting for both overseas offices and headquarters
- Generate monthly financial statements and other reports according to government regulations and for donor-specified requirements
- Communicate with the CorpsAfrica’s external accounting consultant on a regular basis to provide information and discuss any issues or challenges that should be addressed; work with CorpsAfrica’s Treasurer as needed
- Other responsibilities as assigned

Qualifications:
- Bachelor’s degree and at least five years’ work experience is required
- Strong accounting knowledge is required, including familiarity with QuickBooks Enterprise and demonstrated experience maintaining the books for a comparably-sized, international organization
- Fluency in English is required; fluency in French is an asset
- Highly collaborative style and demonstrated ability to work across cultures
- Excellent written, oral, interpersonal, presentation, and creative problem-solving skills
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, impact evaluation, transparency, and accountability.

TO APPLY:
Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, “LastName_FirstName – Accounting Associate application”) to jobs@corpsafrica.org, with “CorpsAfrica Accounting Associate” in the subject line.

Applicants must be legally authorized to work full-time in the U.S. and should not require employment sponsorship. Only complete applications will be considered. Deadline to apply is March 4, 2022.

As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status, physical ability or any other legally protected basis.