



## **JOB OPPORTUNITY: ACCOUNTING AND EVALUATION MANAGER**

### **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 within developing nations by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty. [www.corpsafrica.org](http://www.corpsafrica.org).

### **OVERVIEW OF THE POSITION:**

Reporting to the Executive Director and working closely with headquarters and country office staff, the **Accounting and Evaluation Manager** 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. In addition to finance and accounting, this individual will coordinate Monitoring and Evaluation (M&E) efforts to assess the effectiveness of our programs.

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:** Full-time, exempt

**SALARY AND BENEFITS:** Salary is \$80,000–\$90,000. CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

**LOCATION:** Currently based in New York, with a flexible telecommuting policy

**REPORTS TO:** Executive Director

### *Responsibilities:*

- Ensure that the organization's books are accurate and up to date. This individual will directly oversee daily and weekly accounting entries within QuickBooks and will coordinate with overseas offices to ensure that their entries are current and accurate.
- 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.
- Identify and rectify errors and work with counterparts in country offices to improve processes as necessary.
- Communicate with the CorpsAfrica Treasurer on a regular basis to provide information and discuss any issues or challenges that should be addressed; work with CorpsAfrica's external accounting consultant as needed.
- Generate monthly financial statements and other reports according to government regulations and for donor-specified requirements
- Create and/or update templates and instructional documents to assist in day-to-day and monthly financial reporting for both overseas offices and headquarters
- Coordinate and implement effective organizational performance measurement systems that allow accurate, reliable information collection and reporting
- Ensure that the Monitoring and Evaluation team evolves and works efficiently, setting and meeting its priorities;
- Other responsibilities as assigned.

*Qualifications:*

- A Bachelor's degree and at least four years' work experience is required
- Strong accounting knowledge is required, including familiarity with QuickBooks and demonstrated experience maintaining the books for a comparably sized organization
- Experience with Salesforce experience is a strong plus
- Highly organized and detail-oriented with good communication skills
- Must be fluent in English; some proficiency in French would be very helpful
- 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 – AEM application") to [jobs@corpsafrica.org](mailto:jobs@corpsafrica.org), with "CorpsAfrica Accounting-Evaluation Manager" 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 December 10, 2021.**

*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.*