

<b>Job Title:</b> General Accounts manager	<b>Reports to:</b> Finance Manager
<b>Department:</b> Finance	<b>Salary Grade:</b> 9

### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

### Job Summary:

You will oversee all activities that ensure the accuracy, timeliness, and documentation of the Finance Department's accounting operations and financial reporting (monthly, quarterly, yearly, and as needed) in support of high-quality programs serving the poor and vulnerable. You will help set the standard for the Country Program's (CP's) financial stewardship through professional maintenance, utilization, and analysis of all cash resources controlled by the CP.

### Roles and Key Responsibilities:

- Oversee accounting processes, policies, and service delivery and maintain accounting controls to ensure accurate, complete, and timely recording and management of financial transactions and internal controls in compliance with CRS' financial management policies and procedures, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements.
- Ensure financial accounting package is updated with relevant information for capturing accurate financial data (such as daily exchange/conversion rates, cost allocation tools, posting of transactions, etc.).
- Review and analyze financial reports, including cost allocation of shared costs, to verify financial transactions. Prepare balance sheet account reconciliations to ensure all transactions are accurately stated and appropriately classified. Work with relevant staff to address irregularities and resolve accounting issues and ensure correction of accounting entries and payroll.
- Serve as the key point person on all issues related to financial transaction records. Provide proactive advice, support, and capacity building to managers, staff, and subrecipients to ensure compliance with standards and proper records of financial transactions, as well as to support strengthening of internal control.
- Ensure financial reports are generated accurately and disseminated timely as per established reporting schedules and assist staff and subrecipients with financial reports analysis.
- Oversee maintenance of a good filing system of required supporting documentation to ensure easy access and retrieval, and a reliable and easy to follow audit trail.
- Ensure efficient management of cash flows and availability of sufficient and optimal cash in the CP's operating account through monitoring cash balances (both cash-in-bank and cash-on-hand), preparing bank reconciliations, analyzing and forecasting cash needs.

### Basic Qualifications

- B.A. degree in Accounting, Finance, Economics, Business Administration with courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of three years' experience in a position with similar responsibilities, preferably with an International NGO.

**Required Languages** - Fluency in written and spoken English and French, excellent written and oral communication skills.

**Travel** - 10% travel including to field offices.

**Knowledge, Skills and Abilities**

- Excellent analytical skills with ability to make sound judgment and decisions
- Accuracy and completeness with a strong eye for detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions oriented and results-oriented
- Ability to work collaboratively

**Preferred Qualifications**

- Substantial budgeting, budget/expense analysis, and accounting experience.
- Knowledge of the relevant public donors' regulations preferred.
- Knowledge of local law in the area of taxation and local regulatory reporting procedures.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications. Knowledge of financial reporting software preferred.

**Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Continuous Improvement & Innovation
- Builds Relationships
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

**Supervisory Responsibilities:** Supervises Finance Officer and Finance Assistant

**Key Working Relationships:**

**Internal:** Supply Chain Manager, Administrative Manager, Human Resources Manager, IT Manager and other Support Managers, Sub-Office and Project Specific Finance Staff, HQ Finance, Internal Auditors.

**External:** Banking Institutions, Government Entities, Donors, Subrecipients, Suppliers and External Auditors

**Agency-wide Competencies (for all CRS Staff):**

*These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

*\*\*\*Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer.**

All interested candidates must submit: Cover Letter, Resume, Diplomas with the mention "General Accounts Manager " in the subject line to [haiti.recruitment@crs.org](mailto:haiti.recruitment@crs.org), no later than October 21st, 2021.