



WOMEN INFLUENCING
HEALTH, EDUCATION AND RULE OF LAW

Operations Officer Job Description

WI-HER, LLC (Women Influencing Health, Education, and Rule of Law) is an international consulting firm that identifies and implements creative solutions to complex health and social challenges to achieve better, healthier lives for women, men, girls and boys. We employ an integrated, multisectoral approach that works across sectors to improve health outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, VA.

PRIMARY PURPOSE:

This is a unique opportunity for an individual with a strong blend of operations, accounting and business development experience. The position would be responsible for maintaining accurate financial statements, managing payroll for current employees and on-boarding new staff members, preparing and monitoring all revenues and expenditures and for monitoring accounting of donor-funded projects of the organization. In addition, this position requires the candidate to coordinate and/or assist with special projects, such as cost proposals, budget modifications, audits.

PRIMARY RESPONSIBILITIES:

1. *Project Accounting Duties: Responsible for all aspects of accounting for donor projects including but not limited to:*

- Reviewing project submissions for accuracy and allowability, verifying foreign exchange and tax rate calculations and recording expenditures into corporate accounting software;
- Researching applicable laws, donor guidelines, and internal policies to determine allowability and reasonableness of project expenditures;
- Producing periodic invoices and other forms per contract/donor specifications;
- Reviewing detailed general ledger reports for accuracy, reasonableness and compliance;
- Producing project-specific reports such as donor financial reports, manager reports, and inventory schedules;
- Maintaining individual project binders and files;
- Reviewing and verifying monthly allowance schedules for project employees;
- Reconciling project advance accounts, local bank accounts, cash and balance sheets;
- Developing and/or revising budgets for donor-funded activities according to donor requirements, internal financial policies and project managers' specifications;
- Preparing project forecasts (life-of-project) to assist project management and for annual budget purposes.

2. *General Accounting Duties: Responsible for assisting with overall business accounting functions including but not limited to-*

- Preparing and processing journal entries for month-end and year-end accruals and reconciling accounts to the supporting documentation;
- Providing budget support for departments during the annual budget process;
- Providing supporting schedules for annual audit;
- Reconciling and preparing quarterly USAID 425 donor reports when required;
- Assisting with preparation of annual audit schedules and financial statements;
- Assisting/coordinating schedules for special audits, such as with donors or regulatory agencies;
- Assist in maintaining department accounting procedures



3. *Business Development Duties: Creating/completing the following for project budget proposals including, but not limited to:*

- Certifications for each key personnel
- Budget narrative including information for salaries, fringe benefits, per diems, odc, M&E costs, seminars and conferences, equipment, cost share and leverage, if applicable,

QUALIFICATIONS:

- Degree in Business, Management, Accounting, Finance or related field required
- MA/MBA preferred
- CPA desirable but not required
- Working knowledge of basic U.S. Generally Accepted Accounting Principles (GAAP)
- Knowledge of OMB and USAID financial rules and regulations
- Knowledge of basic general ledger systems and functions

EXPERIENCE REQUIRED:

- At least 3-5 years of experience in financial management of an international for-profit or similar organization
- Experience dealing with foreign countries and/or offices
- Experience with financial analysis
- Public accounting and/or international accounting experience desirable

SKILLS, ABILITIES & PERSONAL ATTRIBUTES:

- Strong leadership, management, interpersonal, communication and analytical skills
- Resourcefulness in setting priorities and proposing new ways of creating productivity and efficiencies in people and systems
- Ability and desire to collaborate with a diverse, multi-cultural and multi-disciplinary team
- Strong commitment to WI-HER's mission
- Flexibility and personal initiative
- Ability to think strategically and creatively
- Maturity, integrity, and strong work ethic
- Advanced working knowledge of Excel, PowerPoint and Word
- Language skills helpful but not required

How to Apply

For immediate consideration, please forward your resume/CV (maximum 4 pages) to Razan Farmand rfarmand@wi-her.org. Please indicate your name and position in the subject line. Applications due by **January 27, 2020** (or until filled).

WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.