



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Job Title: Accountant
Department: Finance
Location: Grand Bassa County, Buchanan
Reporting Line: County Manager
Position Type: Full Time

About Last Mile Health

Last Mile Health (LMH) saves lives in the world's most remote communities by partnering with governments to bring critical primary care services to the doorsteps of people living in the last mile. Last Mile Health is a registered 501(c)3 non-profit organization with offices in Liberia, Boston and New York. For more information, visit www.lastmilehealth.org.

Position Overview

Support field operations by ensuring funds availability to implement field activities while at the same time making sure the organization is in compliance with organizational & donor policies, as well as procedures and policies. This position will supervise the Accountant Assistant.

Responsibilities

- Reviewing incoming payment request and ensure that supporting documentations are correct and attached.
- Update Grand Bassa cash and bank ledger ensuring all transactions are inclusive, properly authorized and coded.
- Provide support to budget managers by analyzing budget to actual variances and actioning on corrective actions agreed.
- Maintaining a comprehensive filing system.
- Ensure funds are available for project implementation by monitoring cash bank balances
- Participant in weekly and month end Count Cash
- Review hard copies of documentation (both cash and Bank) for completeness and file them in a chronological order.
- Payout Salaries and reconcile the salary payable account for the county.
- Ensure the posting of all cash and bank transactions in Quick Books including attaching copies of key documents into Quick books.
- Ensure that all activities advances are fully liquidated and reconcile the activity advance account on a weekly basis and having an updated schedule every end of the month.

Qualifications



- Bachelor's Degree in business related field.
 - NGO Financial Management Training
 - 5 Years relevant experience (NGO related) preferred
 - Strong communication skills and ability to interact with different departments
 - Subject Matter Knowledge and ability to offer guidance to the team
 - A Proactive nature, going out of their way to make things happen
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- A Problem Solver who is able to offer solutions to staff especially when it comes to policy and procedure interpretation.

Compensation: This role will be compensated based on experience and qualifications.

Apply: Please submit a resume, letter of interest and three professional references to hrliberia@lastmilehealth.org **Deadline for receipt of applications is Wednesday, June 20, 2018 by 5:00PM. NOTE: NO APPLICATIONS WILL BE CONSIDERED AFTER THE DEADLINE.**