

FHI 360 is a global development organization, with a rigorous, evidence-based approach to human development. Our team of professionals includes experts in health, nutrition, education, economic development, civil society, environment and research. FHI 360 operates from 70 offices with 4,400 employees in the United States and around the world. Our commitment to partnerships at all levels and our multi-disciplinary approach allows us to have a lasting impact on the people, communities and countries we serve by improving the lives of millions of them. We are currently seeking qualified candidates for the position of Chief Accountant for health project funded by the National Institutes of Health (NIH), Division of Clinical Research (DCR). This position will be based in Monrovia, Liberia.

Job Summary:

The Chief Accountant will support FHI 360 in management of a NIH, DCR in health financial management in Support of DCR Special Project in Liberia. The activity will focus on improving research, testing and treatment for infectious diseases. The Chief Accountant will serve as a deputy to the Center Director and responsible for reviewing and approving all financial disbursements and documentation. The Chief Accountant will establish and maintain sound financial management practices, and ensure the Center's compliance with FHI 360 and NIAID procedures, rules and regulations. The position will have supervisory responsibility over one or two staff. The position will report to the Director of Center.

Key Roles/Responsibilities:

- Provide oversight of financial management, monitoring, and reporting for all project tasks.
- Establish and maintain sound and transparent accounting and fiscal control procedures for financial and operations aspects of center;
- Ensure compliance with all FHI 360 and NIAID financial regulations, preparing and delivering all NIAID required audit reports, and ensuring that audit findings and recommendations are properly addressed.
- Develop, analyze and monitor program budgets; monitor and track obligations and expenditures against budgets;
- Advise management leadership regularly on financial and operations-related matters;
- Contribute to the development of high-quality work plans, regular financial reports, and any other reports required by NIAID;
- Independently evaluates and determines fiscal and operational policy.
- Applies accounting principles and practices to a limited range of accounting, budgeting, forecasting, cost accounting and/or other fiscal functions.
- Work may include: reconciliation of accounts or reports, examination of various financial statements for accuracy, completeness, and conformance to guidelines, and maintenance of subsidiary ledgers.
- Assists in various financial analysis projects and closure of accounting records.

- Independently applies accounting principles and practices to a variety of accounting, budgeting, forecasting, cost accounting and/or other fiscal functions.
- Performs other duties as assigned.

Qualifications:

Requirements for the following knowledge, skills, and abilities:

- Bachelor's Degree or its International Equivalent - Accounting, Business Administration,
- Solid experience using accounting software
- Extensive knowledge of accounting principles and U.S. rules and regulations is strongly preferred.
- 5 – 8 years of accounting experience in public accounting firm or a large company.
- Proficiency in spreadsheet software required.
- Must demonstrate excellent analytical and organizational skills.
- Must be able to read, write and speak fluent English.
- Prior work experience in a non-governmental organization (NGO).
- Only nationals are allowed to apply
- **Resume submission: Interested candidates should submit their resume and cover letter to David Gak at dgak@fh360.org**