



Position ~~Field: Finance Manager -1~~ ~~Filled: Anthony Nimely~~

RTI International / Research Triangle Institute (RTI) is both a global research institute and a leading international development organization. We combine these powerful capabilities with those of our partners to co-create smart, shared solutions for a more prosperous, equitable, and resilient world. Based in North Carolina, USA, RTI is one of USAID's top implementing partners. A commitment to making meaningful change energizes our 6,000 staff who deliver results across eight international development sectors and in more than 80 countries. RTI's Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI's experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

SG&R's Global Food Security and Agriculture portfolio is working to strengthen agricultural markets, engage youth and women as critical leaders of the on- and off-farm workforce, and tackle the dual burden of malnutrition around the globe. RTI's work is helping foster stronger food systems, reduce malnutrition in all its forms, build resilience and engage the next generation of food security leaders. RTI is currently partnering on nearly 30 projects in East Africa, including activities focused on private sector-driven agricultural growth in Rwanda and market systems development in Kenya.

Project Description

The purpose of the USAID Food Security, Nutrition and Resilience (FSNR) Activity in Liberia is to improve Liberia's food and nutrition security and households' resilience. This is a five-year activity that will target smallholder farmers, subsistence farmers, cooperatives, women, and youth groups in rural and peri-urban communities. The program will be based in Monrovia, Liberia and provide programming in Lofa, Bong, Nimba, Margibi, Grand Bassa, and Montserrado communities.

Position Description

RTI is seeking a **Finance Manager** for the recently awarded **USAID Food Security, Nutrition and Resilience (FSNR) Activity** in Liberia. The Finance Manager will be responsible for managing activity finances under the

Finance and Operations Director and ensuring the financial compliance of the Liberia FSNR Activity.

This position will report to the **Finance and Operations Director** and will be based in Monrovia, Liberia.

Primary responsibilities will include but are not limited to:

- Ensures compliance with donor and RTI finance, accounting, and procurement policies and procedures as well as local laws (e.g., taxes, customs, registration.)
- Ensures timely submission of monthly accounting reports, including preliminary and final QuickBooks extracts, trial balances, balance sheets, and profit and loss (P&L) statements.
- Carryout monthly bank reconciliations for Finance and Operations Director’s and COP approval
- Propose bi-weekly cash needs projects for CMR processing.
- Reviews, approves, and pays out cash disbursement to vendors and grantees in a timely manner, ensuring all expenses are allowable, allocable, and documentable in accordance with donor and RTI policies.
- Monitor and control cash advances to staff and third parties making sure they are managed as prescribed by RTI policies and procedures.
- Ensure project compliance to all RTI financial policies and procedures maintaining issues at less than 5% on monthly transactions and responding timely to such issues once they are identified.
- Is responsible for fiscal compliance across all project teams.

Required Skills and Qualifications:

- Bachelor’s degree and 8 years’ experience, Master’s degree and 6 years’ experience, or equivalent combination of education and experience.
- Demonstrated experience supporting the financial management of a donor-funded program; USAID programming strongly preferred.
- Additional qualifications in accounting or business management strongly preferred
- Experience using QuickBooks strongly preferred.
- Proficiency in English required.
- Ability to work throughout Liberia.
- **A written test / assessment may be used as a form of screening.**

◆ [Submit your application and cover letter using this link: Finance Manager 1 in Liberia | RTI International](#)

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