



Vacancy Announcement!

AMI Expeditionary Healthcare LLC provides healthcare support solutions around the world. Its mission is to provide the highest quality medical and public health services to bring flexible, adaptable, and scalable healthcare solutions to the clients and communities who need them most.

Position Details

AMI Liberia is currently seeking applications from qualified Liberian(s), or an eligible resident for:

Job Title: Staff Accounting

Job Classification: Full-Time

Work Schedule: Monday- Saturday | 8:00 a.m. to 5:00 p.m.

Report To: Country Manager and Regional Finance Manager

Job Summary: The Staff Accountant manages project invoicing, accurate accounting records, budgets, audits, and financial reports. They also provide financial information to management through research and analysis of accounting data and manage assets, liabilities, and capital account entries.

Key Duties and Responsibilities:

- Generates invoices and supports the billing submittal process, including preparations of backup documentation and submittal of invoices.
- Manages the budget and ensures timely expenditure reporting.
- Acts as a liaison between operations and various support departments within the clinic.
- Ensures all program activities/expenses are running within compliance guidelines of the contract.
- Understands accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP).
- Exercises due diligence and maintains financial integrity.
- Communicates and collaborates with internal and external stakeholders effectively.
- Completes month-end tasks, including bank reconciliations, income, and cash flow statements.

- Champions process automation/improvement efforts and system implementation.
- Manages modifications/improvements to processes, policies, and practices and assist with special projects as required.
- The job duties are flexible and are subject to change depending on operational needs.

Required skills and abilities:

- ✓ Strong attention to detail and good analytical skills.
- ✓ Proven ability to manage and prioritize multiple projects to ensure successful completion.
- ✓ Ability to effectively communicate via written and oral presentations.
- ✓ Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, SharePoint).
- ✓ Familiarity with Grant Accounting, QuickBooks, Sage Accounting, and other accounting systems.
- ✓ Ability to pass a background and/or drug test.

Education, Experience & Another requirement:

- ❖ Bachelor's degree in accounting, finance, or a related field is required.
- ❖ Project Accounting and Auditing experience is a plus.
- ❖ Three to five (3-5) years of accounting/finance experience.

Work Environment & Physical Requirements:

- This position requires onsite attendance. As such, the ideal candidate will adhere to the designated work schedule.

How to Apply?

Visit <https://ami.health/careers/> - and search location Monrovia for position details, then apply by submitting your resume or CV, cover letter, degree, and professional license (where applicable) to email address: **careers.lr@ami.health**

Please note that only selected candidates will be contacted.

Equal Employment Opportunity Statement: AMI provides equal employment opportunities to all and welcomes applicants from all backgrounds to participate in its employment practices. This practice is to ensure AMI maintains a diverse and robust workforce. Based on the above, the company prohibits discrimination and harassment of any type based on race, color, religion, age, sex, tribe, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or

any other characteristic protected by the laws of Liberia. Employment decisions are based strictly on business needs, job requirements, and individual qualifications. Therefore, this statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The deadline for application is Friday, **September 20, 2024**