



Title: Accountant

Reports to: Chief Financial Officer

Primary Objective and Purpose:

- Maintain an accurate general ledger system and subsidiary accounts
- Prepare monthly, quarterly and annual financial reports as needed

Key Responsibilities:

- Maintain records of financial transactions by establishing accounts and posting transactions
- Reconcile bank accounts monthly
- Maintain subsidiary accounts by verifying, allocating and posting transactions
- Balance subsidiary accounts by reconciling entries
- Maintain and balance the general ledger by preparing a trial balance and reconciling entries
- Prepare Monthly/Quarterly/Annual financial reports
- Reconcile donor donations in the accounting system and Donor Perfect, the donor tracking system
- Prepare annual budget reports
- Prepare monthly and quarterly financial budget to actual reports by program
- Process bi-weekly employee payroll
- Process payments to International HHI representatives
- Process international wire vendor payments
- Coordinate employee health insurance program
- Coordinate employee Health Savings Accounts enrollment and contributions
- Distribute and file IRS Form W-2s and IRS Form 941-A
- Process payments to vendors and employees for corporate obligations
- TrackSmart
 - Record requests for PTO
 - Reconcile individual employee leave accounts and adjust as needed
- Kenya operations – prepare Kenya financial statements

Skills and Qualifications:

- Proficient in QuickBooks, Excel, Word
- Develop/maintain proficiency with financial institution's internal systems
- Strong command of details and deadlines
- Previous bookkeeping experience is preferred
- Personal integrity