

HIMALAYAN CATARACT PROJECT

TITLE: Staff Accountant

REPORTS TO: Financial Controller

LOCATION: Norwich, Vermont

ORGANIZATIONAL PROFILE:

Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout the developing world where lack of access to eye care results in unnecessary blindness. Working with local partners, HCP serves more than 1 million people annually through screening and treatment and provides over 100,000 surgeries, with an annual budget of \$12.4 million. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents. Learn more at www.cureblindness.org

This is an exciting time for the Himalayan Cataract Project. With increased exposure and visibility (MacArthur Foundation *100&Change* Semi-Finalist and April 2017 *60 Minutes* feature), we are expanding our team to meet new challenges, scale our work, and broaden our reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

Reporting to the Financial Controller, the Staff Accountant will be responsible for aspects of accounts payable and accounts receivable. Responsibilities will include making accounting entries for donated funds received through various mechanisms, processing routine payables, reconciling accounting entries with the development team, and coordinating and processing the coding of monthly credit card charges across the organization. The Staff Accountant will work in close collaboration with the Financial Controller and the Director of Finance to ensure that HCP is adhering to our policies and procedures to conduct seamless audits.

The Staff Accountant will have daily interactions with staff from all departments and be called upon to be a supportive resource for all teams. Candidate must display improvisation and flexibility in a rapidly changing environment and ability to work under tight timelines with multiple priorities.

ESSENTIAL JOB FUNCTIONS:

- Review and process receivables and payables while ensuring complete and proper backup documentation is included.
- Process general ledger entries. This includes (but is not limited to) paying and entering bills, expense allocations, cost distributions, adjustments and revenue recognition.

- Process receivables related to donations and gifts for both unrestricted and restricted funding.
- Maintain and communicate accounting policies and procedures.
- Maintain internal control and safeguards for receipt of revenue and costs. Assist in the development and strengthening of internal controls.
- Contribute to refinement of the accounting policy and procedure manual and act as an internal expert on their application throughout relevant parts of the organization.
- Support annual audit activity through the collection and organization of requested samples.

Other Responsibilities

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

QUALIFICATIONS:

The Staff Accountant will ideally come to HCP with at least 1-2 years' experience with bookkeeping, preferably with a nonprofit organization and development and monitoring of strong financial controls. The Staff Accountant will have the following experience and attributes:

- **Accounting & Finance Management:**
 - Two years of demonstrated experience in a dedicated financial accounting capacity
 - Bachelor's degree in finance or accounting
 - Experience with complex nonprofit accounting highly desired
 - Demonstrated knowledge and experience applying Generally Accepted Accounting Principles
 - Strong communication, professional presence, personal initiative, and diplomatic inter-personal skills;
 - Ability to remain highly organized with a strong attention to detail;
 - Analytical, detail-oriented, of the highest integrity, and possessing sound judgment
- **Technology:** Demonstrated experience and familiarity working with Quickbooks strongly preferred. Demonstrated working knowledge of Microsoft Excel including advanced formulas and spreadsheet formatting and skills in word-processing required. Experience in at least some of the following tools and systems currently in use: Google Drive, Dropbox, SmartSheet, and/or DocuSign.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to improve systems and procedures in a rapidly scaling organization.
- **Communications:** Success seeing beyond the numbers and able to communicate accounting issues in terms that non-accounting staff can understand.
- **Collaboration and Relationship Building:** Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally to reach common goals and objectives.

- **Team Approach:** Demonstrated ability to find solutions that balance accounting department requirements with competing priorities and demands of individuals across an organization.

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in the developing world with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.