



HIMALAYAN CATARACT PROJECT

TITLE: Staff Accountant – Grants & Receivables

REPORTS TO: Controller

LOCATION: Vermont (Norwich or Waterbury); Open to Remote

ORGANIZATIONAL PROFILE:

The Himalayan Cataract Project (HCP) works to cure needless blindness with high quality, cost effective eye care in underserved areas of the world. Thirty-six million people are blind worldwide, yet 80% of this burden is treatable or preventable. Cataract is the largest cause of blindness affecting 17 million people, who could be cured with a 10-minute, \$25 surgery. HCP is keenly focused on enduring solutions to avoidable blindness for under-resourced people and communities, not only providing critical care but strengthening local capacity to provide high-quality eye care to the underserved. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents and an estimated 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

Himalayan Cataract Project is seeking a Staff Accountant (SA) with a focus on grants, receivables, and sub-recipient assessments. The SA will be responsible for providing financial, accounting, compliance, and other grant support services to meet the needs of the organization and its donors. Additional responsibilities will include the booking of all receivables, tracking the allocation of restricted funding, and performing diligence on sub-recipients of HCP funding.

Reporting to the Controller, the Staff Accountant will focus primarily on pre and post award accounting and compliance duties which include but are not limited to: supporting the proposal submission process, grant accounting, financial reporting, maintaining cash controls, and all matters relating to organizational compliance with private and US Government Awards.

ESSENTIAL JOB FUNCTIONS:

Pre-Award:

- Assists in pre-award activities including reading proposal guidelines, assisting grant writers with preparing budgets, budget narratives and assessing financial regulatory compliance requirements.
- Reviewing draft awards and sub-agreements to align HCP's reporting capabilities with the terms and conditions. Working with the grant team to adjust as needed.
- Review pre-award documents and perform risk assessments for proposed sub-awards.

Post-Award

- Perform post-award activities including account creation in the accounting system, recording drawdowns, regulatory compliance monitoring, invoice preparation, grant projections, and account closing.

- Preparing financial reports to government or private funders: ensuring the timely submissions of all finance and compliance reports.
- Reconcile Accounts Receivable and Payable by award based on expenses incurred to the GL.
- Review and assist in the preparation of re-budgeting requests and extension documents.
- Calculation and establishment of indirect cost rate.
- Preparing awards/sub-agreement financial closeout reports.

Other responsibilities are as follows:

- Provide technical support to the program staff related to federal grant specific regulations.
- Work with staff to review and prepare backup for quarterly financial reports. Including disbursement reports in Federal Payment Management System.
- Provide support to the fundraising teams regarding compliance and budgeting with grants.
- Maintain and update grants financial records and systems.
- Support Controller in the monthly close process.
- Working closely with the Development team to record receivables that may come in the form of wires, checks, or disbursements from donation platforms.
- Fully understand and participate in the sub-recipient monitoring (SRM) process of HCP. Perform periodic reviews of sub-recipients and complete risk assessments to inform partner agreements.
- Assist in the further development of HCP's existing Accounting System and be a key stakeholder in the upcoming ERP Integration.
- Contribute to refinement of the accounting policy and procurement 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 and preparation of supporting schedules as required.
- Perform additional duties as assigned by senior management, including general accounting support.

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 have at least five years of recent experience in nonprofit grant accounting with the ability to develop and monitor strong financial controls. Additionally, the Staff Accountant will have the following experience and attributes:

- **Accounting & Finance Management:**
 - Bachelor's degree in finance or accounting
 - Experience with complex nonprofit accounting and federally funded programs.
 - Demonstrated knowledge of Federal regulations, OMB Uniform Guidance, Cost Accounting
 - First-hand experience with procurement policies and performing sub-recipient financial assessments.
 - Demonstrated knowledge, coursework, and experience applying Generally Accepted Accounting Principles
 - Ability to remain highly organized with a strong attention to detail
 - Excellent mathematical and analytical skills
 - Analytical, detail-oriented, of the highest integrity, and possessing sound judgment
- **Technology:** Demonstrated experience and familiarity working with a variety of accounting systems strongly preferred – specifically QuickBooks Enterprise. Demonstrated expert knowledge of Microsoft Excel including advanced formulas and spreadsheet formatting and skills in word-processing required. Experience with: Google Drive, Dropbox, SmartSheet, and 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 principles in terms that non-accounting staff can understand. Strong communication, professional presence, personal initiative, and diplomatic inter-personal skills.
- **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. Experience with training others that may or may not have a background in accounting or financial management.
- **Team Approach:** Demonstrated ability to find solutions that balance accounting department requirements with competing priorities and demands of individuals across an organization. Commitment to completing assignments accurately, on time, and with attention to detail.

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in under-resourced communities around the 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.