Temporary Accounting and Administrative Manager, Humanity & Inclusion

Job Title: Temporary Accounting and Administrative Manager
Reports To: U.S. Executive Director
Direct Subordinates: 1
Location: Silver Spring, MD

Background

Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

Founded in France in 1982, the Humanity & Inclusion Network now has more than 3,350 personnel working in about 55 countries. Eight national associations, based in the United States, France, Switzerland, Belgium, Germany, Luxembourg, Great Britain and Canada, provide overall support for the field programs, which are implemented through the headquarters in Lyon, France.

Humanity & Inclusion's programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and to assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy and for the elimination of landmines and cluster munitions.

The U.S. office of Humanity & Inclusion is a 501 (c)3 organization with an independent Board of Directors, is a constituent member of the Humanity & Inclusion network, and has its offices in Silver Spring, MD. The U.S. national association supports the work of Humanity & Inclusion by securing and managing grants from U.S. governmental institutions and private foundations; mobilizing private and public financial support; representing Humanity & Inclusion with national, international bilateral and multilateral institutions based in the U.S.; and raising the organization's profile. The U.S. national association raises approximately $30 million per year, of which 98 percent derives from U.S. Government grants. The national association conducts active outreach to the U.S. public.
The Temporary Accounting and Administrative Manager reports directly to the U.S. Executive Director. The Temporary Accounting and Administrative Manager provides direct supervision of the Administrative Assistant. The position also indirectly reports to and works closely with the global finance team based in France.

**Purpose of the Job**

This is a placeholder for a maternity leave full-time non-exempt position based in Silver Spring, MD. The position is for maintaining and monitoring comprehensive, effective and transparent financial systems and overseeing the national association’s other administrative functions, including human resources, information technology, space planning and vendor management.

**Key Areas of Responsibility**

1. **Financial Administration, Oversight, and Control**
   - Manage accounts receivable, revenue reconciliation and accounts payable processes.
   - Ensure accurate coding for all accounting transactions.
   - Review and reconcile credit card reconciliations for corporate cards.
   - Maintain accurate and up-to-date files for clients, vendors, and employees.
   - Prepare monthly schedules for depreciation, prepaid expenses, and other general ledger accounts.
   - Prepare entries for all payroll and banking transactions.
   - Prepare intercompany transactions and compensations.
   - Assist with month-end closing process including expense allocations and financial statement preparation.
   - Analyze, monitor, and present comprehensive financial information, including cash, on a regular basis in coordination with the network and the U.S. Executive Director.
   - Provide inputs to the Administrative Assistant to produce and file travel advances, post-travel reimbursement claims, purchase supplies and equipment, and other general administrative matters.
   - Oversee administration, including human resources and benefits, information technology, space management, and purchasing.
2. **Compliance**
   - Together with the U.S. Executive Director ensure financial compliance with Federal, State and local laws and statutes
   - Ensure compliance with internal guidance for purchases and reimbursements, including for travel.
   - Remain up to date on all U.S. Government and local regulations with respect to contracts, taxes and income. Review and provide comments on corporate agreements and contracts;

3. **Institutional Strategy, Planning and Other**
   - Maintain positive and collaborative working relationship with global staff.
   - Provide finance and general administration tasks to the Administrative Assistant
   - Carry out tasks as required by the U.S. Executive Director.

**Requirements**
- 3-5 years of experience in non-profit finance
- Bachelor’s degree in accounting, finance, business or a related field
- Working knowledge of GAAP regulations and reporting requirements
- Understanding of and experience with U.S. Government "Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards”
- Familiarity with laws and regulations governing charitable donations in the U.S.
- Strong analytical, organizational, collaboration and problem solving skills
- Excellent communications skills
- Highly proficient in Microsoft Excel, PowerPoint and Word
- Deadline oriented
- Experience directly managing an accounting database

**Preferred qualifications**
- Master’s degree in accounting, finance or a related field
- Proficiency and experience with Microsoft Navision
- French language competency
• Experience with human resources principles and application (payroll, benefits, hiring)
• Familiarity with IT systems administration, including Office365
• Knowledge of private fundraising standards
• Some supervisory experience
• International development experience

Application procedures and notes
This is an immediate opening

Email a current resume and cover letter to recruit.usa@hi.org

People with disabilities are strongly encouraged to apply.

NOTE: Pre-existing authorization to work in the United States is required. Applicants without existing work permission in the United States will not be considered.

Humanity & Inclusion is an equal opportunity employer, and is happy to meet any reasonable accommodations that an applicant requires.

For reasonable accommodation requests at any point in the recruitment process, please contact d.warshay@hi.org. All self-disclosure is voluntary and personal information is strictly confidential.