

## **Accountant Job Description**

### **About Asylum Access**

Asylum Access is a leading refugee rights organization headquartered in Oakland, CA with operations in five countries across Africa, Asia, and Latin America. Asylum Access is the only international organization working to make refugee rights a reality in first countries of refuge. Our unique combination of five integrated strategies provides grassroots assistance and changes the legal landscape for refugees and their host communities. By helping refugees assert their rights, we are putting power back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that gives refugees the tools to provide for themselves and make choices about their own lives.

Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

### **Department Description**

The Accountant is a member of a two-person financial leadership team and reports to the Associate Director of Finance. The Accountant will work out of Asylum Access's Headquarters office in downtown Oakland and will be liaising with overseas office staff to ensure timely financial reports.

### **Position Description**

The Accountant will perform a variety of general accounting functions including the posting of transactions, posting of accruals, and month-end closing procedures in five different currencies. As a member of the finance team, the Accountant will be working in the oversight of fiscal operations and accounting systems globally. An emphasis will be given to strengthen financial internal controls and rollout of integrated accounting software across our five overseas offices. Proficiency with QuickBooks, Excel, Spanish, and nonprofit accounting is required for this position.

### **Key Responsibilities**

Duties and responsibilities included but are not limited to:

- **Global Bookkeeping**
  - Serve as the accounting subject matter expert with respect to the organization's accounting system
  - Oversee and maintain an accrual accounting system in compliance with US GAAP (General Accepted Accounting Principles) for nonprofits and other governmental regulations
  - Prepare journal entries in QuickBooks and accurately record and document transactions to the general ledger, including both A/P and A/R
  - Manage fixed assets including registration, maintaining up-to-date files, and preparation of depreciation schedules
  - Conduct monthly bank reconciliations
- **Special projects in accounting structure, oversight and integrated software rollout**
  - Recommend and build policies to ensure compliance with internal and external guidelines
  - Assist in development of new procedures to enhance the workflow of finance data
  - Provide technical oversight, training, and back-up support for all accounting positions world-wide
  - Apply internal accounting and financial policies and procedures, and bring inconsistencies or issues to the attention of Asylum Access Senior Leadership Team
- **Generation of financial reports and tools**
  - Prepare fiscal reports (regular and ad hoc) for internal stakeholders including the Board of Directors
  - Prepare financial reports to meet reporting obligations to funding entities, including foundations and governments
- **Oversight of annual audit**
  - Complete period-end processes including preparing journal entries, balance sheet reconciliations, and general ledger reconciliations
  - Assist with the preparation and coordination of annual audit and post-audit activities
  - Responsible for maintaining accounting files
- **Other Accounting Duties**
  - Maintain working knowledge of local laws from countries we operate in
  - Prepare 1099 forms for all HQ contractors, and assist in the preparation of tax-exempt reports

### **Additional Responsibilities**

- Perform other duties as assigned by the Associate Director of Finance

### **Preferred Qualifications**

- Bachelor's Degree in Finance or Accounting; CPA certification or equivalent preferred
- Strong knowledge of US GAAP (General Accepted Accounting Principles) for nonprofits
- Minimum of two years experience in management accounting
- Demonstrated experience in nonprofit accounting; fund accounting preferred
- Ability to communicate effectively and concisely both verbally and in writing
- Strong initiative and ability to take ownership of projects, management multiple deadlines, and work effectively with a high level of attention to detail and accuracy
- Ability to effectively handle sensitive and confidential situations with tact, integrity, and diplomacy
- Strong time management and organizational skills
- Cultural sensitivity and ability to work well with diverse populations

### **Salary and Benefits**



*45,000 – 55,000 commensurate with experience. Asylum Access offers competitive paid time off and health, dental and vision benefits.*

### **How to Apply**

Please send resume and cover letter to Nikki d'Assis at [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with "Accountant" in the subject line. Applications will be accepted on a rolling basis. Interested candidates are encouraged to apply as soon as possible. Position is open until filled. Thank you for your interest in Asylum Access.

