

**Accounting Manager  
Job Description  
December 2019**

**About Asylum Access**

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations in three countries plus partnerships in additional countries across Africa, Asia and the Middle East, and Latin America. Asylum Access works to make human rights a reality for refugees in first countries of refuge. Our unique combination of policy advocacy and legal empowerment creates legal environments that help refugees live safely, move freely and work legally. 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 Accounting Manager is a member of a two-person financial leadership team and reports to the Global Finance Director, who is based in Oakland, CA. The Accounting Manager may work remotely within the United States, and will regularly liaise with Asylum Access's national operations in Mexico, Thailand, Malaysia and Lebanon.

**Position Description**

The Accounting Manager will perform a variety of general accounting functions including the posting of transactions, posting of accruals, and conducting month-end closing procedures in five currencies. As a member of the finance team, the Accounting Manager will build and implement effective accounting systems, to provide accounting technical support to national operations, to consolidate accounting books at month end, to audit national offices' accounting data, and to support management of the annual audit. An emphasis will be given to strengthen financial internal controls, to build and implement effective ways of working, and to issue-spot and correct accounting errors. Proficiency with NetSuite, Excel, Spanish, and nonprofit accounting are preferred for this position.

**Key Responsibilities**

Duties and responsibilities included but are not limited to:

*Global Accounting Oversight (25%)*

- 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
  - Book income in accordance with Fund Accounting principles
  - Book Asylum Access Headquarters expenses
  - Manage fixed assets and prepare depreciation schedules
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- Conduct monthly closing
- Maintain working knowledge of applicable local laws from countries we operate in

*Special projects in accounting structure, systems and management (55%)*

- Liaise regularly with accountants in Mexico, Malaysia and Thailand, promote accountability to Asylum Access's policies and practices and timely accounting
- Recommend and build systems 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 the Global Finance Director
- Assist in the production of financial reports, as needed, in collaboration with the Global Finance Director

*Co-leadership of annual audit and tax documentation (15%)*

- 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 tax-exempt schedules and activities
- Liaise directly with an auditing team during audit fieldwork
- Prepare 1099 forms for all HQ contractors, and assist in the preparation of tax-exempt reports

*Perform other duties as assigned by the Global Finance Director (5%)*

**Preferred Qualifications**

- Bachelor's Degree in Finance or Accounting; CPA certification or equivalent highly 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
- Strong time management and organizational skills
- Cultural sensitivity and ability to work well with diverse populations
- Willingness to take calls in off-hours, as required by time zone constraints

**Salary and Benefits**

70,000 – 75,000 annually, commensurate with experience. Asylum Access offers competitive paid time off and health, dental and vision benefits.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org).*

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