

Position Title:	Accountant
Reporting To:	International Controller
Location:	Leon/Managua, Nicaragua
Application Deadline:	March 15, 2018

### About Pro Mujer

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Pro Mujer is a leading women's development organization and a mission-driven social enterprise that harnesses the power of innovation to drive transformative, sustainable ideas to scale. Pro Mujer empowers women to realize their full potential and delivers vital services that help women lift themselves out of scarcity, run successful businesses, invest in their own wellbeing, and uplift their families and communities. Today, Pro Mujer serves nearly 300,000 women in Argentina, Bolivia, Mexico, Nicaragua, and Peru and employs over 1,800 dedicated people across Latin America and the US.

Since 1990, Pro Mujer has disbursed more than US\$3 billion in small loans and provided business and empowerment training, and preventative, primary and reproductive health care to millions of women and their families in Latin America, transforming lives and communities.

### Scope of Work

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We are looking for an experienced Accountant to undertake all aspects of finance, including day to day accounting, accounts payable, tracking of corporate expenses, regulatory and financial reporting, budget and forecasts preparation, as well as the development of internal control policies and procedures. The Accountant will report directly to the International Controller, and in coordination with the financial team, will work in closing the financial books in according with internal and external financial regulations.

### Responsibilities

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- Responsible for day to day accounting and reporting of the Corporate office in New York;
- Accounts Payable and Credit Card Payables, invoice processing and payments on a weekly basis;
- Process Accounts Receivable, including credit card receipts reconciliation;
- Responsible for proper coding of expenses and revenue based on approved budgets, prepare bank reconciliations;
- Monitor bank accounts on a daily basis and inform others of transactions received as needed;
- Prepare general ledger journal entries and ensure there is proper documentation to support the entries;
- Ensure financial records are maintained in compliance with accepted policies and procedures;
- Reconcile all intercompany transactions for all five countries and ensure all documentation is received timely;
- Prepare monthly account reconciliations and account closings, balance sheets, analysis schedules;
- Monitor the Employee Expense system, setting up of new accounts, new accounting codes and reviewing all employee expenses for both corporate and reimbursements expenses ;

- Assisting employees with billing and any other expense related inquiries;
- Run reports on a monthly basis for all restricted donations, actual expenses etc;
- Train employees in internal policies and procedures, and reinforce controls as needed;
- Assist with the preparation of the annual audit, as requested;
- Assist with special projects and needs of the Finance department, as needed.
- Administer the corporate rewards program for the corporate credit card.

## Minimum Qualifications

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- Bachelor's degree in Accounting or related field;
- Must have at least 7 years of experience working in a non-profit, multi-national organization.
- Must have experience in bookkeeping, and working knowledge of restricted and unrestricted grants;
- Must be fluent in Spanish and English, and understanding financial concepts on both;
- Excellent interpersonal and communication skills;
- Be a self-starter and have impeccable attention to detail skills;
- Knowledge of accounting/budgeting software applications (FUND-EZ preferred), and project management skills;
- Ability to work in a team-based environment and be flexible to ambiguity and change;
- Commitment to Pro Mujer's mission

To apply, please submit to [HR@PROMUJER.org](mailto:HR@PROMUJER.org) your resume and a cover letter that outlines your suitability for the role, salary expectations and the name of the site where you heard about the position.

**Any applications sent directly to Pro Mujer staff will NOT be considered.**