



Position Description

Haiti Finance Manager

Pure Water for the World, Inc.

The Haiti Finance Manager is responsible for managing the organization's financial operations in Haiti, assisting with administrative activities and offering support to PWW team.

Objectives

- Manage the Program's financial processes
- Provide administrative support to program staff
- Manage tax and legal requirements as need be

Activities

- Enter program expenses into QuickBooks both timely and accurately; update and correct timely
- Reconcile bank accounts on a monthly basis.
- Ensure all receipts and other documentation are properly authorized and documented with original and valid supporting documentation.
- Ensure accounting documents contain adequate coding, clear descriptions, document codes are the correct ones, document dates are correct, no duplications etc.
- Ensure that expenditures are in accordance with approved budgets
- Ensure expenses are made following the relevant legal, financial, procurement and human resources procedures
- Review financial statements bi-weekly with Deputy Director and US Treasurer
- Management of petty cash and all related reports – uploading reports to QuickBooks
- Support project staff in the appropriate interpretation of the financial procedures so the transactions to be performed follow them.
- Management of legal and finance service contracts between the PWW and external service providers to ensure timely delivery of goods and services, as well as prompt payment.
- Coordinate with the staff that the inventory of office is secured and up to date- upload to QuickBooks.
- Ensure timely payment of utilities, repairs, maintenance and other expenses.

QUALIFICATIONS

Education

A university degree in accounting or finance

Experience

At least 3 years of professional experience in a finance or accounting department

Experience of working with NGO a plus

Knowledge and Skills

Self-supported in computing systems (e.g. accounting software package "QuickBooks" and MS Office).

Excellent communication skills

Attention to detail

Strong organizational skills

Possess proper time management skills

Languages

Fluently spoken and written English. Required.

Fluently spoken and written French. Required.

Conditions particulars

Monday to Friday

8 a.m. to 5 p.m.

Work Conditions

This will be a National Staff position for 12 months, based in Cap-Haïtien, Haiti with the possibility to be renewed.

Document to submit must have:

CV and Cover Letter

Email: info@purewaterfortheworld.org

Subject: Haiti Finance Manager application