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| **Finance and Administration Officer** |

**Position Summary:** Working under the guidance and direction of the Project Lead, the Finance and Administration Officer will ensure compliance to administrative and financial procedures, ensure sound management of donor funds, track expenditures and supervise the finance and assistant in support of the implementation of projects in Brazil.

**Major Accountabilities:**

**Finance and Accounting Management**

* Supervise financial data entry performed by the Finance Assistant in Quickbooks and the Online Banking System
* Ensure accounts are consolidated monthly in line with the required deadlines
* Conduct weekly bank reconciliation
* Ensure payments with supporting documentation to service providers and reimbursements to employees are completed as outlined in ICAP’s Standard Operating Procedures and donor rules and regulations
* Ensure receipts and financial documents are correct and submitted for approval to concerned supervisors
* Supervise archiving and organization of financial records according to required standards
* Support regular financial forecasting in line with program activities
* Consolidate timely financial reports (records, forecasting, check registers, etc.) and other reports/documents as required by HQ
* Ensure that taxes /VAT /customs fees are paid monthly and within the deadline
* Support the activities of the administrative officer as needed

**Internal control of operations**

* Support the development, revision, and dissemination of rules and internal procedures
* Develop and follow finance activities for the finance team and financial/accounting activities
* Adhere to risk management/risk mitigation plans
* Safeguard the assets of the organization by certifying the inventories of fixed assets
* Adhere to systems that address recommendations from internal audits/compliance reviews
* All other duties assigned by supervisor

**Education:** Bachelor’s degree in Accounting, Finance, or related field is required

**Minimum qualifications:**

* At least three (3) years experience in accounting and working with an international NGO
* Knowledge of accounting software including QuickBooks
* Ability to work independently to meet set deadlines
* Capacity to analyze situations and be open to innovation
* Ability to prioritize tasks
* Ability to adhere to and implement ICAP, donor, and Columbia University policy and procedures
* Ensures honesty and integrity is upheld in all work assignments and exhibits a positive and professional demeanor in and outside of the workplace that exemplifies and furthers the mission, vision, and values of the program
* Ability to work in a multicultural environment
* Proficiency in verbal and written English and Portuguese
* Proficiency in document management software and Microsoft Office Suite specifically Excel, Word, PowerPoint

**Travel requirements:**

* Travel to field sites as required
* Requires no international travel

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.