

HIMALAYAN CATARACT PROJECT

TITLE: Staff Accountant

REPORTS TO: Controller

LOCATION: Vermont (Norwich or Waterbury); Open to Remote

ORGANIZATIONAL PROFILE:

The Himalayan Cataract Project (HCP) works to cure needless blindness with high quality, cost effective eye care in underserved areas of the world. Thirty-six million people are blind worldwide, yet 80% of this burden is treatable or preventable. Cataract is the largest cause of blindness, affecting 17 million people worldwide, who could be cured with a 10-minute, \$25 surgery. HCP is keenly focused on enduring solutions to avoidable blindness for under-resourced people and communities, not only providing critical care but strengthening local capacity to provide high-quality eye care to the underserved. HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents and an estimated 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

The Staff Accountant will be responsible for all aspects of accounts payable. Responsibilities will include, processing routine payables, preparing check requests and letters of authorization, and coordinating and processing the coding of monthly credit card charges across the organization. The Staff Accountant will work in close collaboration with the Finance team, including another Staff Accountant, the Financial Controller, and Director of Finance to ensure that HCP is adhering to our policies and procedures to conduct seamless audits.

The Staff Accountant will have daily interactions with staff from all departments and be called upon to be a supportive resource for all teams. The candidate must display improvisation and flexibility in a rapidly changing environment and ability to work under tight timelines with multiple priorities.

ESSENTIAL JOB FUNCTIONS:

- Review and process payables for complete and proper backup documentation as well as verifying restricted funds have been allocated accordingly.
- Process general ledger entries. This includes (but is not limited to) entering and paying bills, expense allocations, cost distributions, and adjustments.
- Maintain and communicate accounting policies and procedures.
- Maintain internal control and safeguards for costs. Assist in the development and strengthening of internal controls.
- Contribute to refinement of the accounting policy and procedure manual and act as an internal expert on their application throughout relevant parts of the organization.
- Support annual audit activity through the collection and organization of requested samples.
- Perform review of procurement related documentation for policy compliance.
- Record intercompany journal entries monthly.

- Track and record prepaid expenses and depreciation.
- Issue 1099's annually.
- Manage and update the vendor files, including annual SAM & OFAC checks.
- Assist in the annual budget process.
- Generate internal financial reports for management purposes.

Other Responsibilities

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

QUALIFICATIONS:

The Staff Accountant will come to HCP with at least three years' experience in accounting (preferably in the nonprofit sector) and have actively participated in the development and monitoring of strong financial controls. The Staff Accountant will have the following experience and attributes:

- **Accounting & Finance Management:**
 - Three + years of demonstrated experience in a dedicated financial accounting capacity
 - Bachelor's degree in finance or accounting
 - Experience with complex nonprofit accounting and federally funded programs highly desired
 - First-hand experience with procurement payments based on thresholds
 - Demonstrated knowledge and experience applying Generally Accepted Accounting Principles
 - Strong communication, professional presence, personal initiative, and diplomatic interpersonal skills
 - Ability to remain highly organized with a strong attention to detail
 - Analytical, detail-oriented, of the highest integrity, and possessing sound judgment
- **Technology:**
 - Demonstrated experience and familiarity working with QuickBooks strongly preferred.
 - Demonstrated working knowledge of Microsoft Excel including advanced formulas and spreadsheet formatting and skills in word-processing required.
 - Experience in at least some of the following tools and systems currently in use: Google Drive, Dropbox, SmartSheet, and/or DocuSign.
- **Entrepreneurial Spirit:**
 - Takes initiative and actively seeks to improve systems and procedures in a rapidly scaling organization.
- **Communications:**
 - Success seeing beyond the numbers and able to communicate accounting issues in terms that non-accounting staff can understand.
- **Collaboration and Relationship Building:**
 - Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally to reach common goals and objectives.
- **Team Approach:**
 - Demonstrated ability to find solutions that balance accounting department requirements with competing priorities and demands of individuals across an organization.

Personal Characteristics

- Outgoing and unflappable.
- Persistent and able to see projects through to successful completion
- Team player willing to jump in as required
- Meticulous attention to detail.
- Professional demeanor while handling sensitive and confidential matters.

- Capacity not only to learn but to simplify and redesign the flow of information required for a vital, thriving, growing organization.
- Flexibility to shift attention on a moment's notice to a new request and gain clarity about its priority in relationship to the entire workload.

Salary commensurate with experience; generous benefits.

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in the developing world with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.