Accounting and Finance Manager

OVERVIEW
Global Village Project (GVP) is a special-purpose middle school for refugee girls with interrupted schooling. Our mission is to reactivate the education of refugee girls so that they can access all of the benefits of a holistic education. Located in Decatur, Georgia, the school's full day academic program serves students ages 11-18.

The role of the Global Village Project (GVP) Finance Manager is to provide oversight and supervise the management of all of the organization’s financial and material resources, including grant funding received by GVP and to ensure compliance and accountability in the use of donor funds. She/he is involved in financial management from the opportunity development and budgeting phase through the completion and submission of final reports, where applicable. She/he develops and maintains grant tracking documents, processes payroll and all financial transactions and leads the internal audit process and has responsibility for overseeing the audit and compliance function, as well as working with the Board Finance Committee and the Head of School (HOS) to ensure organizational financial wellness.

RESPONSIBILITIES
1. Financial Leadership
   - Responsible for key financial management accountabilities including maintaining all financial records including the trial balance, financial performance and financial analysis, e.g. grants receivable, restricted funds, etc.
   - Review and regulate application of financial policies and procedures in the operations of GVP. Oversee all financial processes including the payments and transfers to vendors, preparation of purchase vouchers, accounting records with respect to invoices, cashbook and payment vouchers for all payments, coordinate approval and/or payment for all invoices, check requests, and other expenses related to GVP including rents, utility bills, vendors and suppliers.
   - Generate monthly financial reports for the Head of School and the Board.
   - Support staff /Board members serving as bank agents for GVP accounts, oversee the management of petty cash by designated custodian.
   - Prepare Bank reconciliation statements for all bank accounts. Supervise the management of vendors and ensure regular reconciliation of payments.
   - Process payroll, ensuring that staff are paid twice a month and that all applicable deductions are correctly accounted for.
   - Serve as the primary point person for all finance and operations-related inquiries and queries
   - Ensure transactions are properly recorded into the computerized accounting system
   - Work with staff to maintain proper program allocations
   - Review and maintain fixed Asset Register for all GVP assets
   - Manage payroll, taking into account and prepare and file monthly statutory returns for staff including
   - Collaborate with Development staff to develop new grant proposals budgets and track compliance with existing restricted awards.
   - Provide leadership in the creation of the annual organizational budget, associated documents, and on going forecast
- Conduct monthly reconciliations of balance sheet accounts
- Attend Board Finance Committee Meetings and provide information as requested
- Work with auditors to ensure clean audits. The audits should assess compliance with the organization’s financial policies, an office’s legal requirements, HR policies, grants requirements, budget review, internal controls and appropriate protocols.
- Ensure good sound accounting systems practices and internal controls.

**QUALIFICATIONS**

- Masters, Bachelor’s Degree or equivalent diploma in Accounting or Finance with at least 5 years experience
- Extensive knowledge of preparing financial business reports and statements
- Proficiency in Quickbooks, Windows 98/XP, MS office suit (Word, Excel, PowerPoint) and internet usage
- Well versed in GAAP, taxation, auditing/Quality Assurance; conversant with US State and Federal reporting standards and knowledge of managerial and cost accountancy
- Knowledge of economic and accounting principles and practices, banking and the analysis and reporting of financial data
- Ability to quickly learn new systems, processes/procedures and adapt local practices to global standards.
- Strong organizational, time management, and active listening skills
- Attention to detail and proven ability to work independently and within a group under strict deadlines on multiple projects
- Excellent interpersonal skills and ability to maintain confidentiality
- Experience working with not-for-profit organizations

**Job Type:** Exempt, Full-time (30 hours per week)

*GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, or sexual orientation. We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from women, people of color, and those with refugee and immigrant backgrounds who are excited about contributing to our mission.*

Interested candidates should email a resume and cover letter to jobs@globalvillageproject.org with “Finance Manager” in the subject line. Resumes and cover letters can also be mailed to Global Village Project c/o Denise Reidy-Puckett, P.O. Box 1548, Decatur, GA 30031. Applications will be reviewed as they are received.