

SENIOR ACCOUNTANT

Acumen Fund is a global non-profit venture capital fund, focused on supporting the delivery of critical services – water, health, housing, energy – at affordable prices to the four billion people earning less than four dollars a day in India, Pakistan, Kenya, Tanzania and South Africa. Acumen Fund seeks to prove that small amounts of philanthropic capital, combined with large doses of business acumen, can build thriving enterprises that serve vast numbers of the poor. Acumen Fund has successfully impacted over 10 million lives so far, through over \$30 million invested in South Asia and Africa. Its country offices in India, Pakistan and Kenya work closely with the New York team to identify and support local social enterprises. Through our investments we address problems of poverty using market based approaches, demonstrating that there is a role for patient capital, intensive management assistance, and knowledge sharing at the base of the pyramid. www.acumenfund.org

Position description

Acumen fund is looking for a well organized, energetic and bright individual to take charge of its accounting functions as Senior Accountant. The ideal candidate will have excellent accounting skills; a minimum of three years' experience with general ledger, payroll and bank reconciliation experience. Non-profit experience is a plus.

Responsibilities include:

- Bank Activity
 - Setting up bank remittances such as wire transfers, ACH transmittals, etc.
 - Checking daily banking activity online for incoming wires and withdrawals.
 - Preparing deposit slips for contribution checks forwarded by the Business Development department.
- Payroll
 - Checking personnel documentation authorized by the Talent department.
 - Processing bi-monthly payroll for the New York office staff.
- Accounts Payable and General Ledger
 - Process vendor invoices and employee expense reports in Accounts Payable
 - Prepare and post journal entries for deposits and remittances.
 - Perform monthly closing as per check list.
 - Perform monthly revenue and other reconciliations.
 - Assist the Director of Finance with annual audit preparation and liaise with external auditors.
 - Prepare supporting schedules for Form 990 filing.
- Monthly Management Reports
 - Prepare monthly cash position and investment disbursement schedules.
 - Generate monthly cost center budget to actual reports and consolidated monthly report from GL system.
 - Loan repayment status update.
- Loan investment database
 - Maintaining loan database
 - Sending loan invoices on a quarterly basis
 - Corresponding with investees on loan repayment status

Qualifications

Candidates for the Senior Accountant role should have a passionate commitment to Acumen Fund's mission of solving the toughest problems of poverty, a strong entrepreneurial spirit and excellent ability to execute.

Additionally they will have the following attributes:

- Should possess a four year bachelor degree in accounting.
- Should be able to complete tasks in time, work independently, and be able to work under pressure.
- Excellent written and oral communication skills.
- Commitment to accuracy, attention to detail and follow-through.
- Strong interpersonal skills: courtesy, tact, patience and strong team orientation; assertive team player with a sense of humor.
- Commitment to and enthusiasm for the organization's mission and business model, and respect for Acumen Fund's core values: equity, fairness, diversity, voice, participation, knowledge, creativity, humility and respect.

The Senior Accountant position reports to the Director of Finance in Acumen Fund's New York office.

Compensation

Acumen Fund offers a competitive compensation package, commensurate with experience.

Location

New York, NY

To Apply

Send a cover letter and resume to aattavane@acumenfund.org. Please include the job title "Senior Accountant" in the subject line. Applications will be accepted on a rolling basis.