



# Accounting Manager

## About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we create multi-generational impact by investing in people to not only treat today's problems but solve for tomorrow's.

## Position Summary

The Accounting Manager (AM) contributes his/her energy, passion, and skills primarily to supporting Seed's corporate financial operations, in the US and abroad, in a fast-paced environment during a time of rapid growth. The AM supports various financial operations including accounting, budgeting, reporting, audit coordination, and manages special projects related to organizational needs and priorities as requested by management. This full-time position reports to Senior Finance Manager and work closely with all domestic and international team members.

## Duties and Responsibilities

- Manage the monthly closing process including bank reconciliation, journal entries booking, and subsidiary consolidations.
- Review employee expense reports to ensure compliance with the company policies.

- Ensure the accurate completion of account reconciliations and conduct reviews of monthly financial reports from each country team.
- Assist in the preparation of the monthly financial summaries, including variance analysis and balance sheet review.
- Manage all U.S. transactions including contributions, expenses, and payments and ensure adherence with organizational policies and GAAP.
- Perform grant financial management to utilize resources efficiently and monitor compliance with donor restrictions.
- Manage U.S. staff bi-weekly payroll.
- Assist in research on technical accounting issues as required to comply with US GAAP and nonprofit specific accounting guidance.
- Train and support US staff on financial policies, procedures, and tools, including payroll, Expensify, accounts payable and other nonprofit specific compliances.
- Manage the day-to-day treasury function, including monitoring bank account activity and liaising with bank as needed
- Coordinate the annual US audit process and assess any changes necessary
- Conduct US worker's compensation audits
- Collaborate with Senior Finance Manager on ERP system upgrade

## Qualifications

- Minimum of a B.A. in Accounting or Finance
- 5+ years of progressive non-profit accounting experience
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination
- Experience in fund or grant accounting preferred
- Ability to translate financial concepts to and effectively collaborate with non-finance colleagues
- Excellent interpersonal communication and writing skills in person, via the telephone and with electronic communications
- Flexibility and proven ability to handle multiple tasks and deadline pressures
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds

- Ability to work collaboratively in a fast-paced and young organization work environment
- Strong sense of accountability, personal initiative, and responsibility
- Passion and commitment to Seed's mission
- Excellent computer skills, including strong command of the Microsoft Office suite

## Working Conditions

- Will be based in Boston, MA
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

## Compensation

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits.

Seed Global Health is an equal opportunity employer that prohibits discrimination and harassment of any type, including without limitation on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, and local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.