



Senior Global Accountant

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 are creating a multi-generational impact to not only treat today's problems but solve for tomorrows. Please visit: <https://seedglobalhealth.org/> to learn more.

Position Summary

The Senior Global Accountant is responsible for overseeing key financial processes, ensuring compliance with accounting standards, and supporting global financial operations. This role includes managing accounts payable, reconciliations, audits, and intercompany transactions while maintaining accuracy and efficiency in financial reporting.

Reports to: Global Finance Manager

Duties and Responsibilities

Accounts Payable & Financial Transactions

- Process and review all accounts payable transactions, ensuring proper documentation and compliance with internal controls.
- Conduct credit card reconciliations and monitoring.
- Review and process all travel advances and follow up on reconciliations.
- Process all claims and ensure timely reconciliation and posting in financial systems.
- Track prepayments and accruals, ensuring timely adjustments.

Reconciliations & Financial Reporting

- Post revenue and cash receipts in Sparkrock.
- Conduct monthly bank and balance sheet reconciliations.
- Post monthly personnel cost allocation entries to departments and grants.

- Manage intercompany transactions and reconciliations.
- Post shared cost expenses and indirect cost absorptions monthly.
- Create and maintain project cards, including revenue details in Sparkrock.
- Maintain account sets across all entities in collaboration with the finance team.

Audit & Compliance

- Support the annual U.S. audit process, ensuring timely and accurate documentation.
- Conduct U.S. worker's compensation audits.
- Ensure all financial processes adhere to procurement procedures and compliance standards.

Payroll & Tax Processing

- Process W-2s for staff and educators.
- Process 1099 forms for vendors, ensuring accuracy and compliance.
- The Senior Global Accountant will also assist with benefits implements from a finance angle.

Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- CPA or equivalent professional certification preferred.
- Minimum of 5 years of experience in accounting or financial management, preferably in a Not-for-profit global organization.
- Proficiency in accounting software, preferably Microsoft Business Central.
- Strong knowledge of GAAP, financial regulations, and audit requirements.
- have a good understanding of US employment tax laws.
- Excellent analytical, problem-solving, and organizational skills.
- Strong attention to detail and ability to work with large data sets.
- Effective communication skills and the ability to collaborate with cross-functional teams.
- Ability to manage multiple priorities and meet strict deadlines.

This role requires a proactive and detail-oriented finance professional with the ability to navigate complex financial operations in a global setting.

Working Conditions

- Position Will be based in Boston, MA
- Flexible work schedule between the hours of 7am and 7pm EST.
- Hybrid work schedule. Required to be in the office at least one day a week.
- 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/vision insurance, 401K, vacation, sick, floating holiday, and birthdays off.

Seed Global Health provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or 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.