



WCG is an international non-profit organization committed to empowering, educating and enabling women and girls to make informed choices and access critical reproductive health products and services. WCG's credentials in product introduction have made it a preferred partner of organizations looking to move products from laboratories and manufacturing plants to the women who need them. WCG excels at forming strategic partnerships to introduce and create access to new contraceptive methods around the world. WCG's quality and regulatory department is experienced in the global registration of drugs and devices, and in aiding manufacturers to improve their processes to meet international best practices. We create options for women when it comes to their reproductive health — no matter where they live.

## **ACCOUNTING MANAGER**

### **Job Summary:**

The Accounting Manager is responsible for all areas relating to accounting & financial reporting. This position will be responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial and grant reporting. The position will have functional responsibility for accounting, accounts payable, accounts receivable, and grants administration. The Accounting Manager will work closely with the program staff, supporting programs of work, educating staff regarding proper accounting procedures and donor compliance requirements. In addition, the position will partner with senior management, human resources, and information technology to enhance and better integrate the finance, HR, and IT functions.

### **Job Responsibilities:**

- Ensure an accurate and timely monthly and year-end general ledger close.
- Maintain approved grant, contract, and administrative budgets within the general ledger database.
- Prepare donor financial reports, and quarterly FFR reporting (USAID), supported by G/L data and other supporting documentation.
- Prepare monthly corporate financial statements and distribute to management.
- Assist with the preparation of the "Single Audit" financial statements, Schedule of Federal Expenditures, and supporting footnotes.
- Ensure the timely reporting of all monthly grant information and budget-to-actual variance reports.

- Meet routinely with program & administrative budget managers to review budget-to-actual results and suggest solutions towards resolving any budget issues.
- Participate in monthly grants management meetings and facilitate effective & efficient administration of all donor-provided resources.
- Prepare and review monthly journal entries.
- Prepare and review monthly balance sheet account reconciliations.
- Manages the annual audit and preparation of all client prepared documentation.
- Manages the annual data collection process and coordinates with CPA firm to ensure timely completion of the annual Forms 990/199.
- Manages daily cash-on-hand reporting and cash transfers between bank accounts.
- Perform semi-monthly internal control review over payroll processes and reports.
- Supports budget and forecasting activities.
- Implement and comply with internal controls over accounting processes.
- Research US GAAP and Code of Federal Regulations to document appropriate accounting treatment for routine and non-routine transactions.
- Assist in development and implementation of new procedures & processes to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Support Director of Finance with special projects and workflow process improvements.

**Competencies:**

- Strong communication, inter-personal and written communication skills.
- Ability to work independently, with accurate, organized and methodical work practices.
- Ability to manage and meet deadlines.
- Strong computer skills; good working knowledge of MS Office (Word, Excel, Outlook).
- Highly detailed-oriented.
- Ability to manage multiple priorities inherent in an entrepreneurial environment.

**Supervisory Responsibility:** Subject to staffing of support position

**Education and Qualifications:**

- BA/BS in Accounting or Business with an emphasis in Accounting
- 5+ years' experience as a Senior Accountant or Accounting Manager
- Experience administering federal grants and cooperative agreements
- Non-profit experience required; Biotech experience preferred
- Experience working with Quickbooks required
- Experience with software selection, implementation and system administrator responsibilities preferred

**Travel:** Minimal travel is required of this position.

WCG provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.

*WCG is an Equal Opportunity Employer*

**To apply for this position with WCG,  
please submit a cover letter and your CV to  
[HR@wcgcares.org](mailto:HR@wcgcares.org)**