

## Bookkeeper West Africa: Role Summary

Oversee financial transactions while providing guidance to accounting staff and support in the fields of finance and accounting to other colleagues. This job, combined with other roles in West Africa, may add up to a full-time position.

### Core Competencies:

- ✓ Commitment to Jesus Christ evidenced by a personal relationship
- ✓ Strong people skills with an ability to communicate in a winning way
- ✓ Cultural sensitivity within international teams
- ✓ Team building, motivating, and analytical skills
- ✓ Ability to independently manage several projects simultaneously and meet deadlines
- ✓ Confidentially handle sensitive information
- ✓ Impeccable integrity

### Responsibilities:

- ✓ Document and post all monthly financial transactions
- ✓ Understand and comply with internal financial controls
- ✓ Process and/or supervise payroll, billing, receipting, and recording of revenue, support, and donations
- ✓ Coordinate with national authorities to maintain financial compliance in office operations
- ✓ Assist remote accountant in account analysis
- ✓ Assist WATS Station Director in maintaining fixed asset inventory and documentation
- ✓ Assist WATS Station Director in preparing annual budget

### Desirable Qualifications:

- ✓ Bachelor's degree or equivalent experience in non-profit finance
- ✓ Knowledgeable in international accounting practices and procedures
- ✓ Knowledgeable in the budgeting process, management reporting and internal controls
- ✓ Experience with Microsoft Office software, particularly Excel and Word
- ✓ Good communication skills
- ✓ Fluent in English or French