

**Medical Care Development
International Division**

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Position Announcement

Junior Finance Officer

The International Division of Medical Care Development, MCDI was founded in 1977 with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. For almost 40 years, MCDI has worked to improve the health of vulnerable populations overseas through integrated, sustainable and locally-driven interventions. MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: malaria control; maternal, neonatal and child health; water, sanitation and hygiene; tuberculosis; HIV/AIDS; and other communicable diseases.

We are currently looking for a Junior Finance Officer to join our team. The JFO will work with a Senior Finance Officer and will be responsible for accounting data entry and verification, account reconciliations, and variance analysis. The JFO will also engage with our overseas staff and provide our country offices with support and distance training when necessary.

Qualifications, skills and experience:

Required:

- Education and experience: Should have a Bachelor's or Associate's Degree in accounting, finance or related field, or 1-5 years related experience in bookkeeping, accounting, finance or related field
- Hands-on experience in budgeting and financial monitoring; financial management
- Excellent computer skills (Word, Excel, Outlook), including expertise in Excel as a financial management tool

- Detail-oriented with accurate data entry skills
- Excellent communication skills, verbal and written
- Ability to work both independently and as a member of a team

This position offers a career path to growth and development within the organization. MCDI is an equal opportunity employer and deeply values diversity, inclusiveness, empowerment and collaboration.

Position: Entry level

Location: Silver Spring, Maryland

Projected start date: Immediately

Application Requirements

NOTE: All applicants must be authorized to work in the United States.

To apply, please submit:

- an updated CV,
- a cover letter, and
- a completed USAID Biodata Form (1420)
- a list of 3 references that we may contact
- your salary expectations

To the listed email address or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, marked "Attention HR" . **Position open until filled.**