

**Medical Care Development
International Division
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Finance Officer Admin/Finance Department

Responsibilities: The Finance Officer is responsible for assisting in the financial management and reporting and grant/contract financial management. The position works closely with the Director, staff of the Admin/Finance Unit, HQ Financial Services, and Project Managers and bookkeepers in the field.

Financial Management and Reporting (70%)

Receive, review and process monthly electronic and hard copy expenditure reports from the field. Review and process fund requests from the field with Home Office technical support staff to ensure compliance with planned project activities, as well as confirm planned expenditures are in line with project budgets. Review monthly financial reports from HQ. Manage internal expenditure tracking for each project. Prepare financial reporting documents, monthly invoices, and/or requests for advances for institutional and government donors, as required. Oversee compliance of grant regulations with regards to financial management of funds. Maintain program financial documentation efforts.

Grants/Contract Financial Management (20%)

Monitor grant and contract expenditures against original budgets, develop expenditure projections and provide guidance and feedback to the field team, the Director, and project program staff and liaison with the Administrative Officer regarding financial status and future expenditures. Identify opportunities to contain expenditures and optimize the programs' and the Division's financial wherewithal. Monitor subgrant and subcontract expenditures. Track total in-kind contributions to ensure compliance with donor requirements. Maintain and distribute updated written policies and procedures for financial reporting by the field, ensuring that reporting is done in accordance with generally accepted accounting principles and donor requirements.

Operations Duties (10%)

Develop project budgets for proposals to institutional and government funding sources in collaboration with Project Development staff. Review financial and budgetary components of new grants and contracts.

Qualifications

- Bachelors degree in accounting or CPA, or related accounting/finance experience
- Hands-on experience in budgeting and financial monitoring; financial management
- Strong computer skills (Word, Outlook), including expertise in Excel as an accounting and financial management tool as well as to prepare relatively complex spreadsheets required
- Detail-oriented with accurate data entry skills
- Excellent communication skills, verbal and written
- Ability to work independently and as a member of a team
- Demonstrated experience in budget planning and long range financial planning
- Willingness to work evenings occasionally
- Familiarity with U.S. Government grant and contracts regulations (USAID), OMB, African Development Bank, and World Bank regulations is an advantage
- International experience and/or ability to speak Spanish, French, or Portuguese a plus

Please send all CV's and cover letters to jobs@mcd.org