



ROOTS of PEACE

## SCOPE OF WORK

**Title:** Staff Accountant  
**Location:** San Rafael, California, USA  
**Reporting:** CFO

### **Organizational Background:**

Roots of Peace is a humanitarian organization that has worked in war-torn countries around the world with our partners to remove the remnants of war, landmines, and unexploded ordinance and restore the land in order to rebuild peaceful communities for generations to come. For the past twenty years, the Roots of Peace award-winning “Mines to Vines” approach has impacted one million farmers and families, enabling exports worth over \$150 million to international markets. Since beginning our work in Afghanistan in 2003, Roots of Peace has worked with agricultural value chains in every province of the country resulting in 100,000 tons of exports, creating over 9,000 full-time agribusiness jobs that benefited more than 38,000 families from these value chain approaches. From farmers to exporters, Roots of Peace develops entire agricultural value chains by implementing the ROP Development Model which is designed to serve as a catalyst to generate much broader impact industry-wide - improving incomes for smallholder farmers, bringing peace to rural communities, transforming national industries.

### **Position Description:**

The Home Office Accountant records financial activity originating in the Home Office, including payroll, and is responsible for the worldwide monthly close process, preparation of company-wide financial statements and related reconciliations, and maintenance of fiscal records in both hard and soft copy. The Home Office Accountant enters deposits and payables, prepares and issues payments, and assists with document management. This position works closely with the Director of Human Resources on headcount reporting and payroll processes and controls, and with the Development staff on contributions. The Home Office Accountant is a key contributor to the further development of a well-documented Finance Procedures Manual.

### **Essential Job Functions:**

A/P Processing

- Set up new vendors; ensure Forms W-9 are on file at time of setup
- Maintain records of all Vendor Contracts

- Review vendor invoices and expense reports that have been approved for payment and entered into NetSuite
- Set up wires for international payments
- Ensure documentation supporting each expenditure is complete, uploaded into NetSuite, saved on SharePoint and retained in hard copy files on a timely basis
- Enter payables, route for approvals, prepare and issue payments
- Record and compile support for American Express credit card charges
- Working with HR, confirm Employee Benefit Plan charges each month reflect the correct plan participants
- Monitor insurance policy coverages, billings, and renewal dates
- Actively engage in systems enhancements related to payables, receivables, banking, wire transfers and currency exchange

#### Accounts Receivable and Revenue recognition

- Record deposits
- Track and report contributions received promptly to Development staff
- Analyze the Accounts Receivable aging report, communicate findings, follow up on outstanding employee advances to ensure prompt clearance
- Post transactions to record overhead and GA charges

#### Payroll processing

- Prepare monthly payrolls using ADP for Home Office staff and ExPats
- Prepare the Third Country National (TCN) payroll to be paid by wire
- Review Local National payroll journal entries

#### Fixed Asset Tracking

- Track asset acquisitions and disposals
- Reconcile financial and physical inventory fixed asset listings and values

#### Document management, record keeping:

- Organize, improve and maintain both electronic and hard copy filing systems.

#### Cash Management

- Project cash flow requirements of the Home Office in detail based on the amounts and timing of past payments by vendor, projected accounts receivable collections, and contribution estimates. Confirm projections through inquiries of Home Office department managers and Program Finance Managers.

#### Monthly Close Process Management

- Manage the worldwide Monthly Close calendar to ensure donor reporting requirements are met.
- Verify that documentation is complete on time each month for all transactions originating in the Home Office and saved in NetSuite, uploaded to SharePoint and stored in hard copy.

- Communicate Monthly Close deadlines prior to each month-end

#### Trial Balance Reconciliations – reconcile all trial balance accounts monthly

- Prepare bank reconciliations for Home Office bank accounts
- Verify that Field Office staff complete monthly bank reconciliations
- Reconcile and analyze accounts receivable, employee advances, undeposited funds, prepaid deposits and security deposits outstanding
- Reconcile inventory accounts
- Reconcile fixed assets
- Reconcile accounts payable and notes payable accounts
- Reconcile deferred revenues/advances from donors
- Explain current month/quarter/yearly results compared to prior year

#### Financial Reporting

- Publish monthly Financial Statements including the Consolidated Income Statement, Balance Sheet and Cash Flow statements, compared to Budget and Prior Periods
- Publish a monthly financial “key indicators” report
- Publish a monthly report on total staff compared to the prior period
- Generate additional schedules as requested

#### Finance Manual

- Document procedures used to perform the essential job functions in the Finance Procedures Manual.

#### Audit support

- Provide schedules and documents in support of audit requests pertaining to the Consolidated Financial Statements and Home Office accounting.

#### Internal Controls

- Participate in the further development of Internal Controls over Financial Reporting.

#### **Minimum Requirements**

- Bachelor’s Degree in Business Administration or Equivalent; MBA or CPA preferred but not required;
- This is an opportunity for new college graduates majoring in accounting with strong GPA’s and relevant accounting experience gained through part-time, internship and summer accounting jobs who can demonstrate a thorough understanding of accounting, financial statements and internal controls.
- Experienced professionals must have experience accounting and reconciling cash, accounts receivable, prepaids, deposits, fixed assets, accounts payable, payroll, notes payable, and equity, and be able to demonstrate a thorough understanding of accounting, financial statements and internal controls.
- Knowledge of non-profit accounting preferred, but not required
- Experience using NetSuite is desirable;

- Proficiency in MS Office
- Excellent oral/written communication skills
- Excellent organizational skills

**Reporting**

This position reports to the CFO.

**Location**

In person at the Home Office in San Rafael, California.