

Accounting Associate, Finance - (Remote)

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Company: Fuzu

Location: Nigeria

Category: office-and-administrative-support

Job Summary

Contract Type:

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As the Ideal Candidate, you will Bring

1-3 years of accounting experience and a working knowledge of basic accounting principles and practices

Experience with cloud-based software (ERP systems, expense/invoice software, Salesforce/CRM platforms, payment platforms) is a plus

Intermediate-level Microsoft Excel skills required, comfort with Excel shortcuts and ability to operate quickly in Excel is a significant plus.

Experience in a global financial environment is a plus (specifically multi-currency and/or multi-entity management)

Non Profit accounting experience is a plus but not required

Audit experience is a plus but not required

Exemplifies Teach For All's core values and a commitment to Teach For All's

mission:Reflects a sense of possibility in mindset and visionBelieves in the value of being

locally rooted and globally informedDrives toward constant learning and

improvementConvinced of the necessity of diversity and inclusiveness in our workBelieves in

the interdependence between us and our partners in solving this global problem

Additional Desirable Skills / Experiences:

Excellent attention to detail

Strong written communication skills

Ability to build strong relationships and work with diverse individuals

Exceptional team and collaboration skills.

Compensation

Salary for this position is competitive and dependent on country of hire, prior work experience and includes a comprehensive benefits package.

What Teach For All Offers:

Commitment to cultivating a culture in which all staff members feel they belong, are valued for their contributions, and have an impact on our organization's progress

Professional and personal development experiences and ample opportunities to make a positive impact on the work of Teach For All and beyond

Comprehensive benefits package designed for your well-being and work-life needs

All roles are 100% remote; in some locations we offer the option for in-office collaborations

Generous time off and flexible work arrangements

And much more!

Responsibilities

As the Accounting Associate at Teach For All, you will engage in the following and/or similar activities:

30% - Accounts Receivable Management:

Generate invoices to donors and working closely with the fundraising team to collect the required back-up documentation

Draft AR invoices in financial system, and other AR processes including reconciliation of revenue across different systems

Liase with the fundraising team to follow up on outstanding payments

25% - Accounts Payable and Vendor management:

Manage AP processes including vendor setup and global payments

Liase with payment providers and bank to troubleshoot and resolve payment issues

Assit with invoice reviews

20% - Month/year close processes:

Draft journal entries for intercompany transfers, bank fees, interest etc.

Reconcile cash receipts and disbursements to the general ledger in a timely manner

Assist with balance sheet accounts reconciliations

Draft allocation and reclassifying journal entries for the different entities as maybe required

15% - Grantmaking Function support:

Submit invoices for grants to network partners and reconcile payment details across systems

Process foreign currency grants and reconcile ForEx impact.

Support the subgrant liquidation and reconciliation process across systems

10% - Other Projects:

Assist with Audit Preparation

Assist with Tax Filing

Other ad hoc projects

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