



Mission: Ending Child Slavery in Haiti in Our Life Time

Position: Accountant: Position title can be discussed when interviews

WHO WE ARE

Imagine profoundly changing the lives of one of the most vulnerable populations in the world. At Restavek Freedom, our mission is to end child slavery in Haiti within our lifetime. Restavek is a culturally accepted practice in Haiti where children of poor, often rural families are sent to work as unpaid domestic servants for urban families in conditions described by the United Nations as modern-day slavery. In fact, one in every four children in Haiti lives as restavek.

But bringing an end to this practice is not some far-off idea. For the past 12 years, through our child advocacy program, we have worked with children to provide an education and encourage their self-confidence, returning them to their families when possible. We engage host families to protect children from abuse and encourage care and access to education. We raise national awareness, changing cultural attitudes through social media campaigns, radio drama, music and justice programs. We educate parents and children to provide skills necessary for employment, ending the desperate poverty that causes children to be sent into slavery.

POSITION DESCRIPTION

The Accountant will support all areas relating to financial reporting and accounting, working with employees in both the USA and Haiti. This position includes a multitude of accounting activities including review of expense and petty cash reports from field offices as well as preparation for US audits and International Audits. Success requires effective cross-functional and cross-cultural interaction with members of RF team.

KEY FUNCTIONS

- Review and develop a system for the proper verification of field office reports to ensure proper program codes and accuracy of expenses
- Maintain program accounts to ensure access to current information
- Generate quarterly reports and grant status reports
- Provide support for annual and project audits
- Prepare year-end tax reporting

- Ability to translate data for graphic presentation
- Work closely with Grant Manager to produce financial information and data required
- Maintain donor confidentiality
- Prepare reports for annual audits with CPA. Work closely with our CPA firms to provide support
- Ensure accuracy of all data recorded and perform data integrity functions to support the vision, mission and goals

SKILLS/QUALIFICATIONS

- BS/BA degree in Accounting or Finance Preferred
- Ability to handle multiple responsibilities and priorities concurrently
- Understanding of computer equipment and software
- Prefer Non-Profit Accounting Experience – Prefer knowledge of Blackbaud Accounting Software
- Knowledge of the use of tablets for tracking data
- Assist the Board and Executive Officers with special reports
- Willingness to learn additional software programs
- Excellent analytical and organizational skills
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Excellent interpersonal skills
- Attentive toward detail and accuracy
- Ability to work as part of a team
- A heart for social justice

Interested parties should send a letter of interest and resume to jobs@restavekfreedom.org.