



Position Title:	Project Accountant
Section (s)	Finance
Duty Station	Monrovia with travel to project communities
Term of Service:	Contractor
Reports To:	Finance and Admin Director
Salary:	To be discussed, based on qualification and experience

About YMCA:

The Young Men's Christian Association (YMCA) is a nonprofit organization. It is an ecumenical movement comprising of individuals and institutions that are committed to fostering development among themselves and their communities, empowering them for social transformation. Since its founding in 1881 and up to present, the YMCA has operated as a youth and community development organization. The program focus of the Liberia YMCA continues to be the development and training of young people through intellectual, physical, spiritual and skills building programs. As a result of these programs, thousands of young people have developed knowledge, attitudes and skills and are now contributing to the development of their communities.

YMCA programs are mainly geared towards developing young people in the areas of spirit, mind and body. To this target, the YMCA implements programs of youth leadership development, peace building and civic education, health promotion livelihoods and entrepreneurship training and education and life skills, among others.

The YMCA of Liberia is currently seeking a detail-oriented and experienced Project Accountant to join our finance team. As a Project Accountant, you will be responsible for managing financial aspects of our projects, ensuring accurate tracking, reporting, and analysis. If you have a strong background in accounting, possess excellent analytical skills, and thrive in a dynamic work environment, we would like to hear from you!

Essential functions include, but are not limited to the following:

- Work to ensure a clear understanding of YMCA compliance measures and accounting system for the project and collaborate with project managers and stakeholders in preparing project budgets, quarterly forecasts to meet financial goals.
- Monitor all project income and expenses, ensuring strict adherence to budgetary guidelines and identifying potential cost-saving opportunities.
- Conduct a monthly financial analysis and provide accurate and timely reports on project financial performance.
- Maintain all project accounting records, including tracking project costs, revenues, and invoicing.
- Prepare and review project financial statements, ensuring accuracy and compliance with accounting standards.
- Assist in the preparation of project budgets and forecasts, providing insights and recommendations based on financial analysis.



- Work closely with the finance Director to ensure proper project cost allocation, revenue recognition, and general ledger maintenance.
- Generate reports including Payroll, Accounts Receivables and Payables, Contract Status within assigned timeline.
- Provide support during project audits, ensuring all financial documentation and records are readily available.
- Collaborate with cross-functional teams to streamline processes and improve project accounting efficiency.
- Stay updated with related regulations and general accounting standards, ensuring compliance and best practices.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field. CPA certification is also encouraged.
- Proven experience as a Project Accountant or similar role, preferably in a project-based environment.
- Strong understanding of accounting principles, financial analysis, and project cost management.
- Proficiency in accounting software and financial management systems.
- Advanced MS Excel skills for financial analysis and reporting.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Ability to work independently and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams.

To apply for the position of Project Accountant, please submit your resume, along with a cover letter to application@ymca.org.lr highlighting your relevant experience and why you believe you are a suitable candidate for this role. We appreciate all applications, but only those selected for an interview will be contacted.

YMCA of Liberia is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

Deadline for application is Friday, September 15, 2023 at 5:00 pm