

Project Accountant

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Company: Opportunity International

Location: Tamale

Category: business-and-financial-operations

The Project Accountant will be responsible for reviewing and managing USAID grant revenue and expenditures to ensure compliance with Uniform Guidance (2 C.F.R. Part 200), internal policies, and local regulations. This role will provide financial support for our Education Finance program which helps local schools deliver affordable, quality education.

RESPONSIBILITIES include the following. Other duties may be assigned. Manage local operating expenditures in accordance with the grant budget for accuracy, completeness, and allowability. Process payment requests and ensure proper account and project coding. Oversee the accurate processing of monthly journals and accruals for program related expenses. Review and reconcile employee expenses and project liquidation reports, and follow-up as needed. Prepare internal reporting to track project spending, including commenting on variances and assisting with donor reporting. Work with AP to ensure timely processing of wire transfers and project disbursements. Administer procurement and expense policies and procedures. Ensure proper documentation and support are provided and recorded for all financial transactions. Collaborate with local and global staff on expense inquiries, grant balances, budget modifications, and general inquiries. Support external audits by providing all requested documentation. Assist with award close-out. QUALIFICATIONS Bachelor's Degree in finance, accounting, or related specialty. Minimum of 3-5 years of experience in financial grant management, including managing USAID awards. At least 5 years of accounting experience, preferred. Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping. Ability to work well under pressure of meeting deadlines and to set priorities

Evidence of the practice of a high level of confidentiality. Strong organizational skills & attention to detail. Strong communication ability and commitment to teamwork. Ability to create financial, donor and management reports. Ability to establish and maintain relationships with vendors, donors and partners. An understanding of and a commitment to advancing the mission and core values of Opportunity International

LANGUAGE SKILLS Fluency in both spoken and written English.

TRAVEL REQUIREMENTS 10% Local travel as necessary to communicate with vendors or partners.

PROJECT BACKGROUND The activity has been formulated in response to the Government of Ghana's commitment to the Global Goals for Education. The 5-year activity will enable school proprietors, teachers, communities, financial organizations, professional networks, and the Government of Ghana (GoG) to improve student learning outcomes and financing options for low-cost private schools. The activity is focused on select low-cost private schools in the USAID Global Food Security Strategy (GFSS) Zone of Influence (ZOI) in northern Ghana.

ABOUT OPPORTUNITY INTERNATIONAL Opportunity International is a global non-profit that has been empowering people to work their way out of poverty since 1971. Opportunity provides 18.7 million people with innovative financial resources, training, and support to grow their small businesses and send their children to school. In 2022, Opportunity International and its partners helped fund 5,600 schools that reached 1.6 million children, and they released more than \$2.6 billion in capital across 30 countries. Discover more at opportunity.org or join the conversation on [Facebook](#), [LinkedIn](#), [Instagram](#), and [Twitter](#).

ABOUT EDUFINANCE Opportunity EduFinance is a nimble, fast-moving, and rapidly expanding core function of Opportunity International's global footprint. EduFinance aims to get more children into better quality schools. It does this by increasing access to capital for affordable private schools and parents, and by boosting the capacity of school leaders and teachers in low- and middle-income countries (LMIC). It does this in over 30 countries and is growing rapidly.

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