

## Accounting and Compliance Finance Officer

Shelter For Life International (SFL) is seeking an Accounting and Compliance Finance Officer with knowledge and experience in accounting, financial systems, and audit compliance. The position's responsibility is to maintain a systematic record of financial transactions from SFL's field operations around the world.

### Primary Responsibilities:

The roles and responsibilities of the Accounting and Compliance Finance Officer will include:

- Creation of a systematized system for regular, frequent (usually daily) and efficient review of accounting and financial transaction records
- Receive financial transaction records from SFL's HQ and field Finance Departments and monitor them for accuracy and compliance, with follow-up with relevant staff to correct any inconsistencies
- In coordination with the HQ Finance Department ensure transactions meet Generally Accepted Accounting Principles (GAAP) and requirements of United States Government, other donor organizations, and SFL's internal controls

### Required Qualifications and Abilities:

The applicant should possess and will be selected based on the following criteria:

- Associated degree or certificate in accounting and/or bookkeeping with a minimum of two years' experience, or five years' relevant experience if related education and training has not been attained
- Understanding of GAAP or other public accounting industry standard accounting practices; familiarity with NGO accounting experience is preferred
- Must be detail-oriented with demonstrated accurate data entry ability
- Must learn and enforce SFL's internal controls and become familiar with donor organizations' financial compliance requirements
- Proficiency in English, both spoken and written, is required
- Ability to understand and communicate well with HQ and field Finance Department staff
- Excellent communication and interpersonal skills; cross-cultural communication ability a plus

The Accounting and Compliance Finance Officer is a part-time or full-time position. The pay will be mutually agreed upon. Working remotely is possible, or a hybrid arrangement of remote and HQ-based (Minnetonka, MN) office work possible for a local employee.

SFL is interested in applicants whose professional ethics, values and determination to achieve impact are evident and aligned with the organization's priorities.

### To Apply:

Send your CV/resume and cover letter to [info@shelter.org](mailto:info@shelter.org) with the subject line: "**Accounting and Compliance Finance Officer**". **Applications must be in English.** In your CV/resume, the work experience should be presented chronologically and should contain sufficient details to enable the review team to evaluate your qualifications and experience. The CV/resume should include the name, telephone number, and email of at least two professional references who do not work for the applicant's current employer.

Demonstrating God's love by enabling people to rebuild their communities and restore their lives



## About Us:

Shelter For Life International (SFL) is a Christian Relief and Development organization providing humanitarian assistance to post-conflict countries for the past 40 years. SFL is currently operational in several countries in Africa and Asia, with our Headquarters located in Minnetonka, Minnesota, USA. SFL provides support and assistance in the following areas:

1. Shelter and Settlement
2. Public Infrastructure Reconstruction
3. Social and Economic Development

SFL's mission is to Demonstrate God's love by enabling people affected by conflict and disaster to restore their lives and rebuild their communities. You can learn more about us at [www.shelter.org](http://www.shelter.org)