

**Job Vacancy
Accountant
The Citizens Foundation-USA (TCF-USA)**

About TCF-USA and The Citizens Foundation (“TCF”)

The Citizens Foundation, USA (“TCF-USA”) is a USA based non-profit that builds and supports education programs for underprivileged children in Pakistan. Currently TCF-USA supports the education of over 60,000 children by raising about \$ 12 Million annually.

TCF-USA is seeking qualified professionals for the position of Accountant supporting the CFO in managing Financial functions and the Management Information systems of the organization. The position is based in Houston and will report to the CFO. The position is full-time. However for qualified candidates, a part-time schedule with a flexible hours is possible.

Job Description

Responsibilities under the general direction of the CFO will be in the following areas:

- Managing contract bookkeeper and providing support as required with general Ledger activities, including journal entry, account analysis and reconciliation
- Financial report preparation
- Accounts Payable Processing and Control
- Credit Card transactions tracking recording and record keeping
- Billing and Cash Receipts Processing and Reporting
- Administration of Program Service Activities
- Department Administrative functions such as records retention activities
- Contract Analysis and Reporting
- Budget/Actual Financial Analysis
- Audit & Tax Form 990 Prep: Assist with financial audit preparation; Assist tax advisor with annual Form 990 preparation
- Support of the CFO as required

Qualifications

- Bachelor's or Associate degree in accounting with equivalent experience
- Previous experience in accounting or other related fields, preferably with a non-profit.
- Experience with Quickbooks or other accounting software
- Strong knowledge of accounting practices and understanding of how general ledger accounts relate to invoices
- Proficient Excel skills,
- Tech savvy. Must be able to learn software quickly. Experience with Blackbaud products (Etapestry) will be a plus.
- Detail oriented with strong analytical and problem solving skills

Please send resume to Mr. Arif Gafur @ arif.gafur@tcfusa.org