



CHRISTALIS UGANDA BOOKKEEPER JOB DESCRIPTION

Christalis Inc. Maryland-based International NGO, provides services for children who are victims of various injustices. Christalis is searching for a professional and experienced bookkeeper to help with day to day activities of the accounts maintained in the Uganda office.

TITLE: Bookkeeper

CLASSIFICATION: Part-Time

IMMEDIATE SUPERVISOR: President

GENERAL JOB DESCRIPTION

The bookkeeper will be responsible for receiving and entering all financial transactions from our Uganda office in Quickbooks and relevant spreadsheets. They will be responsible for reviewing bank statements, oversight of proper accounting practices, reconciling monthly accounts as well as other general duties.

DUTIES AND RESPONSIBILITIES

- Daily entry of financial transactions after fact-checking data.
- Summarizes current financial status by collecting information; preparing balance sheets, profit and loss statements, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by following current policies and procedures as well as creating new ones that are needed.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements..
- Prepare and present monthly, quarterly, annual, and as-needed financial statements.
- Maintain and back up all accounting systems.
- Review and ensure application of appropriate internal controls and financial procedures.
- Assist in the preparation of yearly taxes.
- Enhance and implement financial and accounting systems, processes, tools, and control systems.



MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Business, Accounting, Math, or Economics.
- NGO accounting experience preferred.
- Proficient knowledge of Quickbooks.
- Analytical, reasoning, and problem-solving skills.
- Ability to keep the organization's accounts confidential.
- Excellent time management skills
- Detail-oriented and good at micromanaging.
- Excellent follow-up skills.

I agree to the responsibilities stated in this job description including the terms and conditions of employment.

Print Name

Date

Signature