Position: Senior Manager Branch Accounting
Reports to: Senior Director of Accounting

Summary
An opportunity has arisen in the Finance Team of Grameen America, Inc. (“GAI”) as we expand our operations in the United States. The position of Senior Manager, Branch Accounting has been created as part of our push to centralize certain branch accounting functions in our New York City Headquarters.

Initially the candidate will be responsible for all centralized branch accounting for the current 23 branches and future branches in a Shared Service Center located at our Headquarters in New York. The program is currently being created and implemented throughout our organization. The position will assist in that implementation and be responsible for maintaining the accounting records for the microloan transactions of the organization using our portfolio MIS Mambu.

The position offers considerable growth opportunities within the organization. Excellent benefits package including paid vacation, 401k match and healthcare.

Areas of responsibility include:

1. Branch Accounting
   - Assist with creation and implementation of Full Shared Services Center for centralized branch accounting
   - Daily Cash Matching including detailed matching of all repayments and disbursements
   - Preparing and Reviewing Bank Reconciliations for GAI branches
   - Communicate effectively with branch managers on all issues and exceptions

2. Shared Service Center Accounting Management
   - Oversee and Review work preformed by Shared Service Center Staff
   - Communicate any daily exceptions with branch and work with field staff to ensure accuracy
   - Develop systems, workpapers, and flowcharts to properly build out the centralized accounting environment

3. Other Duties
   - Assist with Treasury duties in our Kyriba environment which involves the moment of money and monitoring cash flows
   - Assist compliance and external audits and reviews as necessary
   - Assist with corporate account processes as needed

Qualifications:

- Bachelors in Accounting or equivalent
- Minimum 3-5 years of relevant accounting experience; current CPA is definitely preferred
• Knowledge of portfolio management systems; ability to easily adapt to change; demonstrate attention to detail; knowledge of GAAP
• Proficient in Excel
• Highly organized, process-oriented candidates will be successful
• Ability to articulate and clearly communicate issues within the department and across the organization is essential

Please send your resume and cover letter to jobs@grameenamerica.org with the title Senior Manager Branch Accounting in the subject line. Only candidates with the requisite experience, skills and qualifications will be considered. No visa or green card sponsorship is available for this position.

Grameen America is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status, or any other basis protected by applicable federal, state or local law.