



Action for Mothers and Children
Vacancy 1-18
Fazli Grajqevci str. no. 271
10000 Prishtina, Kosovo
www.amchealth.org
+381 38 748 309

POSITION: FINANCE OFFICER

Action for Mothers and Children, AMC, is a non-for-profit foundation with the foremost goal to save the lives of children and improve the health care for mothers in the Republic of Kosovo through developing better systems for the care of pregnant women, and their children.

It has been established since 2009 as Foundation for Healthy Mothers and Babies and grown into Action for Mothers and Children since 2013. The impetus for creating this new, nonprofit foundation emanates from USAID funded primary and reproductive health programs that have been implemented by Doctors of the World, AIHA, AmeriCares, the Dartmouth Medical School and their many colleagues in Kosovo. AMC represents a foundation developing health programs and providing resources for the Gynecology/Obstetrics Clinics (that care for mothers), Neonatology Intensive Care Units (that care for critical premature babies) and Pediatric Clinics (that care for children suffering from Leukemia, Heart diseases, Asthma and other illnesses).

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Registration of purchase and sales invoices and all other expenses in the accounting software program;
- Preparation of payment forms for rent and tax rent as well as payment processing;
- Preparation of reports required by law;
- Responsible to comply with legal requirements for applicable taxes in Kosovo;
- Supervision of the process in case of eventual control by the tax authorities;
- Fixed asset inventory recording for each fiscal year;
- Preparation of monthly and/or quarterly financial reports as per donor request;
- Preparation of quarterly financial reports according to the organization's financial format;
- Maintenance of petty cash balance & its management;
- Annual budget planning and reviews;
- Maintenance of daily transactions to ensure budget spending is in line with agreed planning for each program;
- Payment of invoices, financial duties to AMC employees and third parties;
- Preparation, processing, and registration of payroll;
- Participation in budget planning for every grant application with program coordinator and executive director;
- Facilitation and support in finalization of annual auditing process for AMC finances;

- Regular communication and monitoring of project staff to ensure project budgets are spent as planned and on a timely manner;
- Other duties as assigned.

REQUIREMENTS

- Undergraduate student or BA/BS Degree
- Training and/or experience with QuickBooks
- SCAAK Certification is preferable
- Knowledge of laws and regulations pertaining to payroll processes
- Knowledge of administrative techniques, including principles of organization, budgeting, and personnel administration; accounts payable and receivable.
- Ability to work with diverse individuals and groups on complex community issues
- Willingness to engage in continuous learning and training
- Demonstrated professional aptitude
- Excellent knowledge of English
- Knowledge of Microsoft Office
- Be highly-organized and multi-tasker
- Effective written and verbal communication skills
- Teamwork skills and ability to work under pressure

HOURS/NATURE: Full-time (40 hours per week)

Interested candidates please send your CVs to info@amchealth.org no later than March 15, 2018, with the subject line "Application for Finance Officer."