



## Terms of Reference: Management Accountant

EarthSpark International, a US-based non-profit with the mission to eradicate energy poverty, is seeking to hire a detail oriented and self-motivated accounting professional who is passionate about social justice, able to learn quickly, and motivated to work closely with colleagues on a variety of projects.

Working in Haiti since 2009, EarthSpark is at a critical moment of growth. The organization shall soon significantly scale-up operations by providing management services for an indirectly owned project company that will build, own, and operate approximately two dozen solar-powered community electricity systems, each with a 20 year concession life. For this work, EarthSpark is seeking to hire a Management Accountant to support all aspects of its operations.

The individual will primarily be responsible for traditional accounting tasks but will also be involved in assessing specific financial aspects of EarthSpark's product and service innovations across technology and tariff design and will support EarthSpark's core operations in a variety of ways.

### Job Summary

The Management Accountant will have a wide range of tasks that are critical to the successful realization of the EarthSpark mission. S/he will report directly to the EarthSpark International Management President and work closely with the staff of Enèji Pwòp, SA. Additionally, the role will interface with a variety of partners, including EarthSpark staff, volunteers, funders and project investors. This position is a full time role. Remote work is encouraged. While general working hours are flexible, the successful candidate will need to demonstrate a plan to succeed in working with colleagues based in the Washington DC/Haiti Eastern Time Zone and demonstrate flexibility for joining calls with funders in time zones around the world.

### Duties and Responsibilities

***As needed support EarthSpark's president with financial oversight and management including:***

#### **EarthSpark General:**

- Work with the EarthSpark bookkeeper to conduct monthly financial summary tasks, including documenting and in some cases managing AR and AP.
- Work with the EarthSpark bookkeeper to close quarterly financial statements
- Work with the EarthSpark bookkeeper and external auditor
- Work with EarthSpark president and volunteer advisors to review and update the Project financial model
- Support EarthSpark's president in providing financial model scenarios for investment, regulatory, and research purposes

#### **Support Fundraising and Donor Relations**

- Acknowledgement of recent previous donations (thank you email + send the 501c3 letters for tax - -- purposes)
- Acknowledgement of historic previous donations
- Maintenance of donor records
- Assist EarthSpark President in donor relations and funder outreach with the creation of specific reports, budgets, and graphics

#### **Strategic Vision Advisory**

EarthSpark International is a non-profit 501(c)(3) organization  
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[www.earthsparkinternational.org](http://www.earthsparkinternational.org)

- Provide ongoing support to Allison Archambault with the many moving parts of leading EarthSpark International and to the EarthSpark team on all aspects of strategic financial decisions.

**Key Near-term Tasks:**

- Lead EarthSpark's transition from GAAP accounting to IFRS.
- Assist EarthSpark's President in streamlining financial management and oversight of the Green Climate Fund-backed project of scaling up microgrids in Haiti, including establishing systems for financial management across the holding company Participant Power, LLC (US company) and its subsidiaries Participant Power Haiti 1, LLC (US company) and Enèji Pèp La, SA (Haitian Company) as well as specific grid-specific financial reporting for each microgrid.
- Assist EarthSpark's President in streamlining financial management and oversight of Enèji Pwòp SA (Haitian company majority owned by Participant Power providing local grid operations services to the project as well as conducting other business.)
- Acquire familiarity with EarthSpark's microgrid project financial model and work closely with Enèji Pwòp and EarthSpark staff to assess the impacts of different tariff, timing and grid sizing scenarios.

***Additional Specific duties of this role include:***

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Proactively collaborate with EarthSpark's bookkeeper and team to understand and improve existing systems
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial and general organization information by completing quarterly backups
- Verify, allocate, post, and reconcile transactions
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems and generally accepted accounting procedures
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and produce budget according to schedule
- Direct internal and external audits to ensure compliance
- Collaboratively plan and review others' work related to financial statements and forecasting
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Contribute to strong relationships with funders, investors, and regulatory bodies through positive interactions with these external stakeholders
- Communicate clearly with Manager and Team on work status and issues that arise
- Track and recover Accounts Receivable

- **Any and all other duties as required.**

#### **Skills and Qualifications**

- Experience in management accounting and financial reporting for multiple interconnected companies
- Proficiency with complex financial modeling, cash flow forecasting, budgeting
- Excellent organization, great attention to detail, and ability to self-motivate
- Excellent writing and speaking skills in English and ability to translate numbers into narratives for internal and external audiences
- Proficiency with QuickBooks online or other online accounting software
- Ability to work with others
- Strong sense of community
- Dedication to improving rural access to clean energy

#### **Education and Experience**

Bachelor's degree in finance, accounting, or work or another relevant subject

Applicable work or internship experience

Demonstrated capacity to manage challenging and complex environments

Competency in French and/or Haitian Creole is a strong advantage. The candidate will need to feel comfortable learning relevant French and Creole accounting terms if the languages are not already spoken

Experience living in a developing country and/or working in the energy sector is a strong advantage

#### **Compensation**

\$1500 USD/month. EarthSpark seeks to add benefits in the future, but this is currently a simple contractor arrangement without additional benefits.

#### **How to Apply**

Please send a CV and cover letter outlining your relevant skills and experience with the subject line: "Management Accountant Job Posting" to [info@earthsparkinternational.org](mailto:info@earthsparkinternational.org).

#### **Non Discrimination Policy and Encouragement to Apply**

EarthSpark does not discriminate on the basis of race, sex, color, religion, age, national origin, marital status, disability, veteran status, genetic information, sexual orientation, gender identity or any other reason prohibited by law in provision of employment opportunities and benefits. We strongly believe that diversity is a strength, and we encourage all qualified candidates to apply.