

**Medical Care Development
International Division**

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Position Announcement

Junior Finance and Administrative Officer

Begin a rewarding career with the International Division of Medical Care Development, Inc., (MCD). MCD was founded in 1966 as a US-based not-for-profit established to assist the State of Maine to bring higher quality health care to its rural population. It now operates in more than ten states. In 1977 an international division, Medical Care Development International (MCDI), was founded with the belief that MCD's successful approach to health systems development in the rural United States could be adapted to meet the needs of developing nations. A global non-profit organization, MCDI uses practical, evidence-based and high-impact approaches to strengthen health systems in developing countries. MCDI has worked to improve the health of vulnerable populations overseas through integrated, sustainable and locally-driven interventions. MCDI has implemented public health programs in over 40 countries aimed at targeting the world's most vulnerable populations. MCDI collaborates with donors, national governments, the private sector, health agencies, communities and local stakeholders to improve health and save lives in the following areas: water, sanitation and hygiene; malaria control; maternal, neonatal and child health; tuberculosis; HIV/AIDS; and other communicable diseases.

We are currently looking for a Junior Finance and Administrative Officer to help manage the financial aspects of the projects to which s/he is assigned as well as assist the Administrative/Financial Unit in day-to-day administrative and financial matters.

Essential Job Functions:

Some of the Junior Finance and Administrative Officer's key responsibilities include:

- Providing support to the various country offices throughout the world, working with our overseas staff to improve financial management, reporting, and control
- Intake of country offices' financial reports, which includes reviewing these reports for accuracy and compliance with MCDI's policies and regulations
- Reconciliation of bank accounts, advance accounts, and procurement accounts
- Preparation of financial reports and invoices
- Budget analysis and tracking
- Working with our partners to ensure coordination and proper financial management
- Manage account payables and receivables
- Assist management in assessing the costs, benefits and logistics of new procedures/vendors
- Logistics management for MCDI's Silver Spring office
- Assisting the Division Director in general office management

Qualifications, Skills and Experience:

Required:

1. Bachelor's degree in accounting or business administration, or 1 – 3 years' related accounting, bookkeeping or finance experience
2. Demonstrated experience in financial monitoring and reporting
3. Excellent computer skills
4. Familiarity with accounting software
5. Detail-oriented with accurate data entry skills
6. Excellent communication skills, verbal and written
7. Ability to work both independently and as a member of a team
8. Ability to exercise good judgement with sensitivity and creativity

Candidates should:

- Be able to identify and resolve problems in a timely manner
- Be able to gather and analyze information skillfully
- Have high energy, clear goal orientation and strong work ethic.
- Have strong organizational skills.
- Have strong written and verbal communication skills.
- Be able to adapt to changes in the work environment, manage competing demands
- Have a proven track record as an effective team member.
- Have previous international experience is a plus.
- Be able to speak French, Spanish or Portuguese is a plus.

This position offers a career path to growth and development within the organization. MCD is an equal opportunity employer and deeply values diversity, inclusiveness, empowerment and collaboration.

Position: Junior level
Location: Silver Spring, Maryland
Projected start date: Immediately

Application Requirements

NOTE: Must be authorized to work in the United States.

To apply, please submit:

1. an updated CV,
2. a cover letter, and
3. a completed USAID Biodata Form (1420)
4. your salary expectations

to mcdijobs@mcd.org or mail to MCDI, 8401 Colesville Road, Suite 425, Silver Spring, MD 20910, attention HR. **Position will be open until filled.**