



General Responsibilities

- Manage team volunteer and matching funds for Haiti UVMIM projects.
- Maintain finance reports for VIM project sites, including allocation of funds, reception of receipts, and project balances.
- Coordinate and oversee reception, inventory and distribution of donated supplies from teams.
- Assist Project Coordinator with orientation, team logistics, and debriefing.

Financial Responsibilities

- Be familiar with GBGM Mission Volunteers and general GBGM-related financial procedures.
- Prepare all financial reports needed for GBGM Mission Volunteers and EMH.
- Respond to audit requests.
- Provide ad-hoc financial reporting support to the Project Coordinator as needed.
- Work with US-based Communications & Calendaring Coordinator to assure that project funds for Haiti UVMIM projects are received, accounted for, matched, and properly transferred to Haiti account for the purchase of materials, labor costs, etc.
- Manage all project cash and banking responsibilities, including preparation of bank account reconciliations.
- Receive, inventory, distribute and report all in-kind donations and cash gifts made by UVMIM teams.
- Maintain an audit trail of all revenue and expenditures for all program funds.
- Collect reports/receipts of project fund expenditures by site, ensuring accountability for all project funds advanced to the EMH.
- Maintain "sample budget" for mission teams on web site and note site-to-site variations.
- Provide Individuals and Teams a receipt for team expenses paid to the program.

Hospitality

- Assure that a local greeter/host welcomes team upon arrival at Guest House
- Work with Haiti Response Team to facilitate general orientation with teams upon arrival.
- Assist Project Coordinator, UVMIM Haiti Response Plan with debriefing prior to team/individual departure.

Characteristics

- UVMIM team leader trained with team experience in Haiti.
- CPA or similar education and experience in financial accounting
- Fund accounting knowledge/experience helpful.
- Strong Excel skills and organization skills a must.
- Accounting system knowledge a must (QuickBooks, Quicken, and/or similar programs)
- French and/or Creole language skills.
- Must be able to facilitate teams of volunteers and encourage relationships
- Adaptable to changing situations
- Cordial, gracious, cooperative and helpful
- Ability to be firm, when appropriate
- Ability to offer genuine hospitality