



Position title: Accounting Assistant/Internship

Type: Part- time position

Time commitment: 3 months from May 2nd 2016 to July 29th 2016

Work hours: Monday to Friday from **1:00 p.m. - 5:00 p.m.**

Location: Kigali, Rwanda

Posting Period: 19/04/2016 – 22/04/2016

Organization Overview

Health Builders believes that health is at the heart of human progress. Our vision is for Rwanda to be a healthy, prosperous, and self-sustaining nation. Understanding good health as a fundamental driver of economic growth and development, our mission is for every individual in Rwanda to have local access to high quality healthcare and life-saving medication. We accomplish our mission through three main work streams:

1. **Advancing Health Management.** Our team works with district and health center staff to provide hands-on technical assistance and supportive supervision in eight key areas: human resources, infrastructure, financial management, community health insurance management, pharmacy logistics, health information systems, planning and coordination, and information technology.
2. **Developing Health Infrastructure.** We fill infrastructure gaps by initiating and overseeing the construction of state-of-the-art, modern health centers where they currently do not exist, or where existing facilities are too dilapidated to function.
3. **Supporting Technology for Health.** We work with partners on the ground to ensure that innovative technology solutions for improved health outcomes are effective, sustainable, and scalable. Many of our initiatives are focused on improving maternal and neonatal health.

Our reach extends to 89 health centers and seven district hospitals across seven districts of Rwanda: Musanze, Nyabihu, Gakenke, Rulindo, Ngoma, Rwamagana, and Bugesera.

Duties and Responsibilities

- Gather, sort and verify financial documents
- Prepare payment vouchers
- Ensure timely and accurate data entry into QuickBooks
- Organize and file documents
- Prepare monthly bank and petty cash reconciliations
- Support the Finances team in preparing financial procedures manual
- Help with other bookkeeping and clerical activities as assigned

Expectations

- Comply with Health Builders policies and procedures
- Display attention to detail, communication and organization skills
- Complete assigned tasks on time, within 99% accuracy and in compliance with department procedures
- Work collaboratively with the team in regards to assigned tasks while ensuring that workload meets deadlines, targets and quality standards.
- Be punctual and reliable

Learning objectives

- Develop strong interpersonal skills including the ability to communicate well with supervisors and colleagues
- Gain experience in utilizing QuickBooks (an accounting software)
- Gain valuable experience in accounting operations and reconciliation processes
- Enhance ability to multiple tasks
- Demonstrate ability to submit reports of activities in a timely manner

Compensation

This is a non-paid internship but any incidental costs (i.e. lunch and transportation) and airtime related to the intern's work will be paid.

How to Apply

A cover letter and resume must be submitted to careers@kepler.org by 5pm on April 22, 2016. We anticipate that interviews will take place the following week.