



# Senior Accountant (Part-Time)

February 2025



# About Fondo Centroamericano de Mujeres Foundation (FCAM Foundation)

Fondo Centroamericano de Mujeres Foundation (FCAM Foundation) is a registered 501(c)(3) charity. The organization evolved from its predecessor, the [Central American Women's Fund](#), which operates in Central America.

FCAM Foundation was created to address the growing challenges faced by diverse women and feminist movements in Central America, Latin America, and other countries around the world, especially in the Global South, to access

the necessary funds to enable them to carry out their important work in the vindication and defense of their human rights.

The mission of FCAM Foundation is to mobilize resources to contribute to the strengthening of feminist and women's movements in Central America and other regions of the world, through direct funding, service programs, and educational initiatives.







# The Role

**Role:**  
Senior Accountant

**Salary:**  
\$48,000 USD (Annual)

**Type:**  
Consultant (Part-Time)

**Reports to:**  
Director of Finance

**Location:**  
Remote

# Job Summary

The Senior Accountant position is part of the Administration and Finance area. The selected candidate will be responsible for providing support and guidance to the main accounting team in monitoring the different financial inflows and outflows (income and expenses) so that these are carried out based on current fiscal and accounting guidelines applied to non-profit organizations in the United States and in accordance with the institutional internal control

procedures and policies. The Senior Accountant ensures accurate and timely preparation and submission of tax forms to US government entities, maintaining compliance with all reporting requirements.

The accountant will also support the design and preparation of the accounting catalogue and other activities related to the start of the foundation's accounting operations in the country.



# Job Objective

Provide support, guidance, and oversight to the primary accounting team in the accounting and tax areas to ensure that the association's financial records and transactions comply with Generally Accepted Accounting Principles (GAAP) applicable in the U.S., specifically under Delaware legislation.

## Responsibilities

### Expected Results

- Provide daily oversight of the foundation's accounting records and operations, identifying opportunities to optimize procedures and enhance financial workflows.
  - Ensure accurate and timely accounting information that complies with GAAP and relevant non-profit accounting guidelines.
  - Monitor and maintain precise financial records for submission to government entities, while continuously improving accounting processes to support the foundation's mission.
- Support in the development of reports requested by banking, government, donor entities, etc.
  - Support in the end-of-month and annual closing process to present accurate information to US government entities.
  - Support in the updating and/or development of accounting policies and procedures.
  - Monitor compliance with the application of GAAP in the different records of the foundation.
  - Support in the assembly of the account catalog and other activities related to the start-up of the foundation's operations.
  - Other functions assigned by the financial management.

### Main Responsibilities

- Prepare and submit US state and federal tax forms to comply with tax regulations related to non-profit organizations.







# Required Competencies

## Educational Background and Experience

- Certified Public Accounting (CPA) license (currently active).
- University degree in Accounting, Finance, and/or Business Administration.
- Minimum 5 years of experience in the accounting field.
- Solid knowledge in the application of the United States GAAP.
- Demonstrated accounting experience in non-profit organizations.
- Experience working with remote (virtual) teams.

## Required Skills and Abilities

- Strong knowledge of Microsoft Office Suite, and online data storage platforms.
- Working knowledge of SAP enterprise resource planning software is desirable.
- Excellent oral and written communication skills English and Spanish.
- Organized with excellent attention to detail.
- Proactively takes initiative.
- Communicates information clearly with key [FCAM Foundation's](#) colleagues.

## Other Essential Requirements

- Strong alignment with FCAM Foundation's [values and mission](#).
- Willingness to work virtually.
- Discretion and handling of information confidentially.



# How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format:

**First Name-Last Name-Documents Name-Date (yyyy)-FCAMFoundation** e.g., Pat-Jones-CV-2025-FCAMFoundation or Pat-Jones-CoverLetter-2025-FCAMFoundation.

## Timeline

Closing Date: 2nd March 2025

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Queries

If you have any questions on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email Jennifer Chumacero, [jchumacero@oxfordhr.com](mailto:jchumacero@oxfordhr.com), the lead consultant.







# About Oxford HR

Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we've seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation's mission and success. We work across the globe to search for and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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