



May 2015

Make your mark. Be a champion for quality health care in Africa.

LifeNet International is recruiting a **Finance and Administrative Assistant** to support our work improving health outcomes in our partner health centers and hospitals in Africa.

3815 Silver Star Rd.
Orlando, FL 32808
recruit@lninternational.org
www.lninternational.org

LN is a nonprofit organization that creates innovative solutions for the everyday health challenges facing East Africa's poor. In 2012, LN launched a conversion franchise network in Burundi, East Africa to build to capacity of 10 local faith-based clinics and hospitals through nurse training, management training, growth financing and medicine supply. We have rapidly expanded upon this foundation and have increased our partner network to 60 partner facilities in Burundi and are launching pilot programs with 10 partners each in Uganda and the D.R. Congo in 2015. Our goal is to improve clinical performance 50% within 24 months of partnership, but we regularly see performance double in that time. In addition, LN aims to help clinics achieve financial sustainability through our medicine supply and equipment financing. By 2025, we plan to double the quality of care received in 20,000,000 patients visits to 1,000 franchised clinics operating in 10 East African countries.

Burundi, Uganda, and the D.R. Congo have the lowest human development rating given by the UNDP. In Burundi, 10% of children die before the age of 5; in Uganda and the D.R. Congo, child mortality is 6.9% and 11.5%, respectively. Doctors in these countries are largely concentrated in a handful of urban areas where less than 15% of the populations live. The rest of the population depends upon community health centers that often struggle to provide even the most basic care and medicines. LN aims to make significant and sustainable improvements to quality of care in these health centers through our conversion franchise model.

JOB DESCRIPTION

The Finance and Administrative Assistant will support LifeNet's leaders by providing financial and administrative services in order to ensure effective, efficient and accurate financial and administrative operations. The ideal candidate is driven, organized, dependable, and tech savvy. Your work will directly impact our programs in East Africa as we serve over 80 health centers in 3 countries with medical and business training, pharmacy supply, and growth financing. You will report directly to the Executive Director (ED) and work with other LN staff as needed. The candidate should be based in St. Louis, MO and be able to work from home on at least a part-time basis. Specifically, your responsibilities will include:

- Collecting and compiling monthly expense reports and country-specific financial information



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- Performing cash reconciliation for each country office
- Coding income and expenses in Quickbooks
- Preparing monthly, quarterly, and annual financial reports and metrics for the ED
- Processing and monitoring payments and receipts, including payroll
- Maintaining financial and administrative data management systems
- Performing administrative duties and assisting with other projects as required

QUALIFICATIONS

- Degree and/or background in finance or accounting
- Knowledge of generally accepted accounting principles
- Highly organized with strong quantitative skills
- Experience working in a team to accomplish goals
- Experience managing, tracking, and reporting on financial information preferred
- Self-managing individual who takes initiative and can operate in a start-up environment
- Adept at using and comfortable with learning information technology
- Working knowledge of Quickbooks preferred
- Alignment with LN's Christian identity and mission philosophy preferred

COMPENSATION AND BENEFITS

- Negotiable based on experience

APPLY

Send a cover letter and resume to recruit@lninternational.org with "Finance and Administrative Assistant" in the subject line.

*LN is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual.



**Pursuant to the Civil Rights Act of 1964 Section 702 (42 U.S.C. 2000e 1(a) LN has the right to and does hire only candidates who agree with LN's Statement of Faith.

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