



FULL CHARGE BOOKKEEPER
(Summary Job Description)

African Asset Finance Company Inc (AAFC) was founded in 2018 as the ultimate parent company of Ethio Lease, the first foreign owned equipment leasing company in Ethiopia. Meanwhile, the group has started to branch out to other African markets with equipment leasing and other asset backed lending offerings, and targets becoming a leading provider of leasing, asset backed lending and other non-banking financial services across the African Continent. AAFC aims to build an overall book of USD 1 billion in the next five years, USD 300 million of which in Ethiopia.

AAFC is now building its Group Accounting and FP&A function in New York, and we are looking to recruit an EXPERIENCED FULL CHARGE Bookkeeper, who will be working in our office in Manhattan and be leading, executing, and/or preparing all finance, accounting, tax, reporting and treasury functions, in a low volume but complex, international and multi-currency environment.

Essential/Primary Responsibilities:

- Independently taking care of all day to day finance operations and processes, including journal entries at the holding level and coordinating, reviewing and monitoring activities at subsidiary companies and third-party service providers as well as managing all payments, transactions and accounting.
- Overseeing accounting for a diverse portfolio of contracts and transactions in accordance with GAAP (and possibly IFRS).
- Assisting with the design and implementation of Finance, Operations and Accounting policies and procedures, and subsequently monitoring and enforcing these policies.
- Monitoring and executing internal controls around key processes, including systems.
- Identifying, resolving and documenting resolution of complex accounting, tax, reporting and operational issues.
- Assist in the coordination of all audit activity, including audit support, issue identification, resolution and documentation, and financial statement preparation/issuance.
- Producing the weekly and monthly reporting package and other reports, both consolidated and stand-alone.
- Assist with Budget and Forecast monitoring, analyzing and comparing to actual results on a proactive basis to anticipate, explain and remediate variances.
- Preparing and consistently analyzing, in prepared formats, financial and operational data, including performance information and other trends. Preparing additional analysis to support management decision making.
- Assisting in responding to inquiries relating to financial information from within the Group;
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; etc.

Experience & Education

- Deep knowledge of bookkeeping and accounting fundamentals from transaction entry and reconciliation to understanding financial reports
- A minimum of eight years professional experience preferably as a full charge bookkeeper, or accountant, preferably for a company active in the equipment leasing and equipment finance market and international equipment distribution markets, and with prior exposure to an international portfolio.

Skills & Capabilities

- Self Starter, highly disciplined and result oriented
- Curious and investigative mindset, paired with good analytical skills.

- Superior attention to detail; highly organized.
- Strong and detailed knowledge of US GAAP, and preferably working knowledge of IFRS.
- Good working knowledge of lessor accounting.
- Working knowledge of technical accounting systems and, more specifically, Microsoft Dynamics.
- Advanced knowledge of Excel and overall working knowledge of Microsoft Office.
- Excellent cross-cultural communication skills.
- Ability to learn quickly.
- Willingness and capability to work independently, and to adapt in a small but fast growing and fast paced organization.

We offer:

- Competitive salary and benefits.
- A stimulating and truly international, professional working environment.
- An opportunity to develop your career, and learn and carve out your role in a small but fast-growing company.
- A chance to contribute to making the world a better place.

African Asset Finance Company (AAFC) and its affiliate companies are equal opportunity employers and prohibit discrimination and harassment of any kind. AAFC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at AAFC are based on business needs, job requirements and individual qualifications, without regard to gender, race, color, religion or belief, family, parental status, etc., and AAFC encourages candidates of all ages to apply.