

Vacancy – Administration and Accounting Professional for Non-Governmental Organization of Labor Rights and Trade Union Strengthening Solidarity Center, San Pedro Sula, Honduras

The Solidarity Center is seeking an administration and accounting professional to coordinate the administration and accounting processes of the office of the Solidarity Center, a labor rights and union strengthening ONG. The post is located in San Pedro Sula, Honduras.

The Solidarity Center is a non-governmental organization that is affiliated with the AFL-CIO, the federation of unions in the United States. The Solidarity Center is headquartered in the United States and offices in Guatemala, Honduras, and El Salvador. The Solidarity Centre supports the work and development of democratic and independent trade unions. The Solidarity Center implements projects in the following areas: union development, education and labor assoría, the promotion of labor relations, respect for labor rights, compliance with labor laws and standards, labor, industrial, and social policies, and fair and sustainable economic development. The work is done with the aim of contributing to the empowerment of workers and the promotion of socio-economic justice. The Solidarity Centre promotes and applies the principles of equal opportunity and affirmative action.

General responsibilities and tasks:

Under the supervision of and in coordination with the Director of the Solidarity Center for Central America and the National Program Coordinator, the Administration and Accounting Professional must:

- Contribute to developing project budgets, manage accounting according to project implementation, perform budget monitoring and control, communicate with partner organizations about their administrative responsibilities in the execution of projects, and support partner organizations to comply efficiently the execution of the budget, monthly settlements and accounting reports.
- Work together with the national coordinators, the administration of the office in Guatemala and the administration in Washington to ensure the efficient administration of projects in compliance with the regulations and requirements of the governmental and non-governmental entities that provide financing for the projects.
- Make the monthly accounting report and other financial reports required by the management.
- Have knowledge about the tax and labor laws that are affected by NGOs in Honduras.
- Possess knowledge in QuickBooks 2020 and Microsoft Office with preference in Excel.

- Manage the acquisition of goods and services in compliance with the internal policies and procedures of the organization.
- Keep an updated inventory of all the assets of the organization.
- Participate in the global (virtual) activities scheduled for all global staff of the Solidarity Center.

Requirements:

- Degree in Public Accounting or related career.
- 3 years of professional management and accounting experience in a national or international non-governmental organization.
- Experience in budget management of NGOs or international organizations that receive external funding through grants.
- Knowledge of Central America, preferably some knowledge of the political, social and economic context of Honduras.
- Experience with or knowledge of the trade union movement in Honduras.
- The ability to work independently to complete assigned tasks.
- The ability to handle multiple tasks simultaneously.
- Proactive in identifying and communicating ideas to strengthen the implementation and management of projects.
- Fluent Spanish and intermediate English proficiency are requirements for the position.

Request

Please send your resume, 3 references, and a letter of intent from a page explaining your interest in joining the Solidarity Center in this position, as well as your skills and strengths to perform the job.

Send your documents to mmorales@solidaritycenter.org indicating in the subject line: "Job Application".

Please refrain from making phone calls. If you are seleccionad@ to move to the first stage of the process we will notify you to verify the availability dates for an interview.

The deadline for submitting applications is May **15, 2022**.