



Staff Accountant

Synergía - Initiatives for Human Rights is a human rights nongovernmental organization. While the organization was established in 2017, its team of human rights defenders based in the US, Latin America, Africa, and Europe has been leading in the field for two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people – particularly those whose rights are most systematically and egregiously violated. Synergía partners with local civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for human rights across Latin America, the Caribbean, and Sub-Saharan Africa, blending capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Staff Accountant**. Reporting to the Finance and Accounting Manager in the US and working closely with the Regional Director in Nigeria, the Staff Accountant is the primary finance and accounting presence of the organization in Nigeria, leading the Nigeria entity's bookkeeping responsibilities for the organization as a whole. The Staff Accountant is responsible for the day-to-day recording, tracking, and management of financial transactions in Nigeria, ensuring that all financial resources are accounted for in fulfillment of the organization's mission and its grant agreements. Under the direction of the Finance & Accounting Manager, the Staff Accountant also supports organization-wide bookkeeping and financial operations, including as a backup during the Manager's absence. This role serves as a financial liaison with program staff and engages with donors, sub-grantees, and vendors as needed.

Essential Duties and Responsibilities:

The Staff Accountant:

- Applies and upholds the organization's internal control policies and procedures across all Nigeria-office transactions, promptly escalating control gaps or exceptions to the Finance & Accounting Manager;
- Maintains the Nigeria entity's day-to-day books, including the Cash Receipts Journal (CRJ), Accounts Receivable Journal (ARJ), Accounts Payable Journal (APJ), and Cash Disbursement Journal (CDJ), recording all transactions accurately and within 5 business days of occurrence;
- Processes Nigeria entity disbursements, including reviewing invoices and payment requests for appropriate approval and documentation, assigning general ledger codes, and preparing payments for authorization;
- Reconciles the Nigeria entity's general ledger each month, including bank account, petty cash, and sub-grantee advance reconciliations, resolving all items before month-end close;
- Tracks Nigeria entity and team-managed project budgets against actual expenditures and reports variances to the Finance & Accounting Manager and Regional Director on a monthly basis;
- Records sub-grantee expenses, reconciles advances to expenditures, resolves discrepancies, and supports grant management from award through close-out;

- Prepares and issues accounts receivable invoices as applicable, including following up on unpaid invoices;
- Serves as the primary financial liaison between the Nigeria entity and program staff, and engages with donors, sub-grantees, and vendors as needed.

Global Finance Responsibilities:

- Performs month-end and year-end closing processes for the Nigeria entity, and supports organization-wide closing, financial reporting, audit preparation, and general ledger uploads as directed by the Finance & Accounting Manager;
- Assumes broader bookkeeping responsibilities for the organization as directed, including serving as backup to the Finance & Accounting Manager during absences;
- Other duties as assigned.

Qualifications and skills:

A successful candidate must have:

- Bachelor's degree in accounting or a related field, and a minimum of two years of relevant accounting experience required, preferably in non profit accounting.
- Knowledge of US GAAP required; familiarity with IFRS, as commonly applied in reporting to bilateral European donors, strongly preferred.
- Experience with international accounting concepts, including foreign currency transactions, required.
- ICAN (Institute of Chartered Accountants of Nigeria) student membership preferred but not required.
- Excellent verbal and written communication skills in English, required;
- Demonstrated experience with accounting software, including QuickBooks, Concur, and/or Quicken, required; experience with Sage is an advantage; proficiency in Microsoft Office required;
- Strong organizational and problem-solving skills;
- Ability to work independently and remotely, collaborating effectively with both accounting and program staff across multiple time zones.

Compensation: Synergía – Initiatives for Human Rights offers its Nigeria-based employees excellent benefits, including generous allocations of vacation, sick leave, and holidays, as well as health insurance, commensurate with local standards and applicable regulations. The salary will be commensurate with experience.

Location: remote (Nigeria-based).

To apply: email a cover letter, together with a resume, and two references to contact@synergiaihhr.org by **June 30th, 2026**. Indicate in the subject line “Staff Accountant.” **Only candidates selected for an interview will be contacted.**

Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.