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| Serving communities in Africa | Job Description  **Chief Financial Officer Volunteer**  - SAYAP AFRICA - |

Location: Worldwide, remote online

Job Status: Part-time, Volunteer, Unpaid Internship. All hours served count as community service hours and can be used to fulfill college credit requirements. Students should consult with academic faculty to determine if this unpaid experience satisfies the criteria for receiving academic credits.

**JOB SUMMARY**

Sayap Africa is a 501(C)(3) international non-profit organization with headquarters in San Jose, California. We empower and assist communities in 10 African countries in non-exclusive areas: Girls Education STEM; Global Health initiatives for African women; Protection of environment/Renewable energy; Entrepreneurship; Gender equality; Sustainable agriculture; Clean water and Sanitations; Digital literacy to close the gap. We are seeking a volunteer CFO who can bring valuable financial expertise and support to us, helping to ensure our financial health and sustainability, and fulfill our mission to transform the lives of as many people in Africa as possible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Work with the CEO to develop an annual budget and financial plan that aligns with the organization's mission and goals;
* Prepare and present financial reports, including income statements, balance sheets, and cash flow statements; ensure the accuracy and integrity of financial reporting;
* Ensure compliance with all relevant laws, regulations, and accounting standards;
* Manage the organization's cash flow and ensure that sufficient funds are available to meet the organization's obligations;
* Work with other team to support fundraising efforts and ensure compliance with grant requirements;

**QUALIFICATION AND ELIGIBILITY**

Our ideal candidate will have the following qualifications and capabilities:

* Bachelor degree or master students in Accounting, Finance, Economics, or a related field; a professional accounting designation such as a CPA is a plus;
* Experience working with non-profit organizations or a strong understanding of the non-profit sector is beneficial;
* Ability to work independently, ability to work collaboratively in teams;
* Exceptional organizational, analytical, planning, and time management skills.

**HOW TO APPLY**

Send your resume and cover letter to **Recruit@sayapafrica.org** with the subject line: **“Chief Financial Officer Volunteer”**. Applications will be reviewed upon receipt, with an interview conducted asap. We look forward to hearing from you!