



Staff Accountant

Location: San Francisco, CA

Reports to: Finance & Grants Manager

Organizational Mission & Background

More than five million children die every year and more than half the world's population lives without access to essential health care. Muso exists because no one should die waiting for health care. We aim to cure delay in health care, by designing, building, and testing health care systems that reach patients quickly, in the first hours of their illness. To take on these enormous injustices, Muso is growing rapidly. We aim to reach more than 600,000 patients directly with proactive care in the next three years, and to improve care for tens of millions of people through changes in global policy and practice. We plan to grow our budget from \$11 million in 2020 to \$25 million per year by 2023 to achieve these goals.

Position Overview

We are seeking an exceptional professional who is passionate about our mission and excited to provide the support necessary for Muso to scale. The Staff Accountant will play a key role, enabling Muso to quickly grow the number of patients we care for. The Staff Accountant will provide accounting, finance, and administrative support to key organizational functions. The position is based in San Francisco, CA and will report to the Finance & Grants Manager.

Responsibilities

Accounting & Reporting

- Assist in the processing and consolidation of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Supports a timely and accurate monthly accounting close
- Post and process journal entries to ensure all business transactions are recorded
- Preparation of timely and accurate balance sheet account reconciliations.
- Update accounts payable and perform reconciliations
- Responsible for accurate coding of transactions (e.g. general ledgers, cost centers, grants, etc.) in Muso's financial reporting systems.
- Support preparation of monthly/quarterly financial reports
- Support development and maintenance of recurring financial reports using NetSuite
- Support testing, rollout and launch of new NetSuite features and functionality
- Provide NetSuite administrative maintenance and support.
- Manage expense and credit card reporting processes and reconciliations
- Support grant management and reporting.



- Support the annual audit process by providing accurate and timely information to auditors.
- Provide support for the preparation and filing of Muso's tax returns and other filings
- Maintain, manage and improve internal controls
- Other finance and administrative duties or special projects as requested

HR, Legal, & Administration

- Support human resources needs of the Muso US office, with the support of the TriNet HR team
- Manage software licenses and coordinate administrative and IT functions for the US office
- Support drafting and renewals for vendor contracts

Qualifications

- Bachelor's degree in Accounting, or minimum 2 years experience working in a finance position.
- Reliable. To be successful in this role you have got to be someone who has superb follow through and who people feel they can depend on if their life counted on it.
- Proactive, creative at identifying challenges and suggesting solutions.
- Outstanding command of MS Office and Google Suite, particularly Excel and Google Sheets, including advanced knowledge of tables, lookups, consolidation of multiple worksheets, and advanced formulas.
- Extraordinary attention to detail, excellent organizational and administrative skills.
- Enthusiastic to pitch in and take on new tasks and projects, form strong local and long-distance working relationships, and be part of the Muso team.
- Self-starter who can refer to notes / directions and see a task through.
- Strong interpersonal skills and ability to develop relationships across stakeholders and teams.
- Commitment to just, equitable health care systems
- Knowledge of budgeting tools preferred.
- Proficiency with NetSuite preferred.
- French proficiency preferred but not required
- Availability to travel occasionally both domestically and internationally preferred.
- Legal ability to work in the U.S.

To apply, please submit your resume and cover letter to careers@musohealth.org with "Staff Accountant" in the subject line. Only shortlisted candidates will be contacted. The application deadline is rolling, so interested applicants are strongly encouraged to apply as soon as possible.

Muso is an equal opportunity employer.