



Learn. Rise. Thrive.
FONDASYON KUEHNER

Cashier
Job Description

Position Title:	Cashier						
Last Revised:	January 7, 2019				Start Date:	February 4, 2019	
Status:	X	Full Time		Part Time		Contract	Temporary
Reports to:	Accountant						

Mission Statement: To improve the quality of life for the Haitian people, particularly children.

Brief Organizational Summary: Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 30 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti’s vision for the future is one of the strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization’s proven track record of success, Hope for Haiti stays true to its mission and founding principles while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit www.hopeforhaiti.com.

Role Purpose: Reporting to the Accountant, the Cashier plays a critical role in helping Hope for Haiti achieve its vision to provide healthcare to people in the south of Haiti, especially of our partner communities. The Cashier is based in Les Cayes. The Cashier is part of a team responsible for ensuring that the Hope for Haiti Infirmary St. Etienne provides effective, efficient, and quality healthcare to our patients.

Responsibilities:

Payment Collection (90%)

1. Support daily Infirmary St. Etienne archives and lab by collecting and handling all cash;
2. Support mobile clinics and other paid health activities by collecting and handling all

- cash;
3. Provide daily cash flow report using Hope for Haiti template;
 4. Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations;
 5. Processing refunds and exchanges, resolving complaints;
 6. Deposit cash daily to Hope for Haiti's accounting office; and
 7. Maintaining a clean workspace.

Reporting and Communications (10%)

1. Daily drop off of accounting records and cash to Haiti Accountant;
2. Quarterly revenue reports compared to previous fiscal years; and
3. Annual revenue reports submitted to Administration team.

EDUCATION / EXPERIENCE

- Accounting, Finance, or related degree preferred
- At least three years of accounting/cashier experience
- Understanding of currency conversion and daily official bank rates, especially with US dollars and Haitian gourdes
- Ability to use computers, including Gmail Suite (email, google documents, google calendar), Microsoft Word, and Microsoft Excel
- Basic math and computer skills.
- Excellent written, oral, and interpersonal communication skills
- Superior organizational skills and a strong ability to prioritize
- Written and spoken fluency in French and Creole, with preferred knowledge of English
- Creative problem-solving skills and self-starting abilities

PERSONAL CHARACTERISTICS

- Personal commitment to the mission and vision of Hope for Haiti/Fondasyon Kuehner and a desire to help the most vulnerable population
- Ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
- Maintains the highest level of confidentiality with sensitive information
- Ability to adapt to and make level-headed decisions in stressful situations
- Flexibility and patience in outlook and demeanor
- High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 lbs over the shoulders
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook
- Ability to conduct and participate in staff meetings and strategic planning professionally and to represent Hope For Haiti/Fondasyon Kuehner's mission to team members and colleagues
- Creative self-starting abilities and problem-solving skills.
- Excellent organizational skills and ability to prioritize assigned tasks.
- Flexible, adaptable, and accepting of the fact that Fondasyon Kuehner/Hope For Haiti and its activities are constantly evolving in line with its resources and goals.
- Ability to effectively work in a team.

COMPENSATION & BENEFITS

Commensurate with experience.

APPLICATION PROCESS

Please send a cover letter with salary requirement and CV, (with 3 references) via e-mail to careers@hopeforhaiti.com. Applications are due by **January 11, 2019** or until a qualified candidate is selected.

When sending your application via e-mail please make the subject line read "Your First & Last Name" and "Cashier".

Thank you for your interest in Hope for Haiti!
To learn more about us please visit www.hopeforhaiti.com