



JOB ANNOUNCEMENT

POSITION: ACCOUNTING OFFICER

The Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of United States Agency for International Development (USAID) and the United States Government. The mission of the AADF is to facilitate the development of a sustainable private sector economy and a democratic society in Albania.

BASIC PURPOSE:

The primary role of the Accounting Officer (hereinafter referred to as AO) is to assist the Finance Manager to maintain accurate and updated accounting records of the Foundation and produce financial statements. The AO must comply with established accounting policies and procedures.

PRINCIPAL RESPONSIBILITIES:

- Keep and update accounting records on daily basis;
- Ensure accuracy and timely entry of the accounting records;
- Preparation of monthly financial reports, as required by the FM and / or the HoFA;
- Review the accuracy of the preparation of payroll and income tax returns submitted from the HR department;
- Maintain fixed assets register;
- Reconcile monthly, together with the Treasury Officer, the cashbook and bankbook, the petty cash balance; and the accounting ledgers;
- Ensure complete and accurate description of transactions is entered and proper coding as per budget line;
- Prepare monthly and annual accruals and closure;
- Prepare and complete the chart of accounts under the instructions of FM;
- Assist in preparation of financial statements;
- Support and execute entire budgeting process with all units in the Foundation under the direct instructions of the FM, including monthly monitoring and reporting of the budget implementation;
- Prepare the budget forms for the budgeting and review of budget process;
- Develop and present detailed and master budget forms to FM for further review and approval;
- Prepare other accounting information as necessary in cooperation with other officers in the finance area of FAD;
- Calculating the VAT to be reimbursed on quarterly basis and preparing the claim report.

SECONDARY RESPONSIBILITIES:

- Photocopy/Print and collate paperwork;
- File paperwork;
- Manage the filing system;
- Assist the HR officer where required with the processing of payroll transactions;
- Ensure compliance with accounting legislation as applicable;
- Maintain effective collaboration with the internal audit, CCO and the external audit;
- Other tasks required by superiors as necessary, in the area of respective expertise;
- Availability to work at the reception (for a period of six months).



KNOWLEDGE AND EXPERIENCE:

- A bachelor's degree in Finance or Accounting;
- 3 - 5 years of relevant work experience, preferably in accounting or audit;
- Very good English communication skills both written and verbal;
- Working experience with international /non-for-profit organizations, USAID funded projects preferred
- Experience with Sage Accpac ERP is considered an advantage;
- Have a comprehensive understanding of financial services functions and high level of general accounting knowledge and experience;
- Proficiency with spreadsheets and databases;
- A fast and highly accurate level of data entry and analysis;
- Sufficient relevant experience to apply accounting knowledge to enhance current systems, quality and results;
- Excellent attention to detail and accuracy;
- Competent in Microsoft office packages and database programs.

Interested candidates should send their Curriculum Vitae to the following address: careers@aadf.org and please reference the job title in your message. Electronic applications accepted only. All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

The deadline for application is July 26, 2019.