



JOB DESCRIPTION - FIELD

JOB TITLE: Accountant I

GRADE/BAND: F

SUPERVISOR TITLE: COMU Director

POSITION STATUS: Local support

MAIN PURPOSE OF JOB: The Accountant is responsible for assisting the Finance and Admin Director with safeguarding the assets (financial and physical) of MSH and ultimately of the donor against fraud, loss or misuse. The Accountant is responsible for ensuring that all transactions are entered accurately and timely into QuickBooks in accordance with Generally Accepted Accounting Principles, MSH accounting policies and procedures, and donor requirements. The Accountant is aware of, and adheres to, MSH's ethical conduct and procurement integrity standards in all activities.

DEPARTMENT: COMU

LOCATION: Main Office, Monrovia, (Liberia)

REQUIRED MINIMUM EDUCATION: **University Degree in Accounting or equivalent certification from a Business Technical School required.**

REQUIRED MINIMUM EXPERIENCE: Minimum of 03 years of experience in accounting, in Liberia strongly preferred. Comprehensive knowledge of US Government funded programs, regulations and requirements.

KNOWLEDGE and SKILLS:

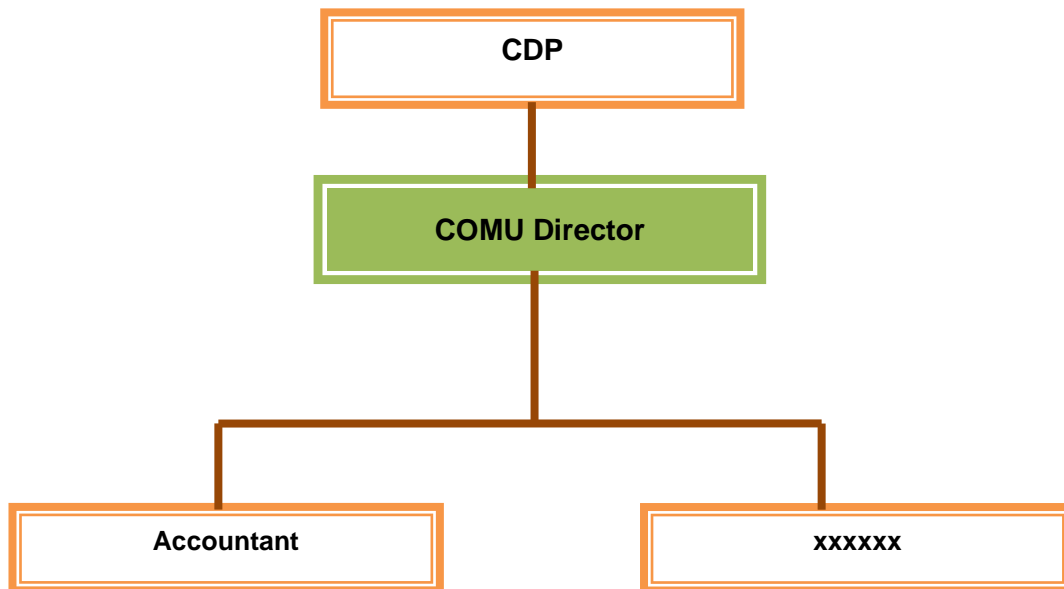
- Experience in the use of accounting software; advanced reporting skills. (QuickBooks preferred).
- Computer skills including proficiency in Microsoft Office Suite applications (Excel spreadsheets, word processing, and electronic mail along with data entry experience).
- Extensive knowledge of USAID rules & regulations and Experience with U.S. government projects helpful.
- Understanding of the tenets of cash control and asset management, and must be able to complete timely and accurate account reconciliations.
- Ability to follow MSH and donor policies and procedures for procurement and documentation, and ensure adequate accounting documentation for a proper audit trail
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- Excellent communication skills
- Excellent organizational and interpersonal skills with a service-oriented outlook.

COMPETENCIES:

- Ability to work under pressure

- Ability to work independently, prioritize tasks, and meet deadlines
- English skills fluency highly required including speaking, writing, understanding, and reading and the ability to conduct business in both languages.
- Ability to work in a team

ORGANIZATIONAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

NO.	Key Performance Areas (Major Activities / Responsibilities)	Indicators (Methods Used)
1.	Accounting Services	<ul style="list-style-type: none"> • Gather and collate documentation such as invoices, shipping receipts and procurement documents and prepare a posting voucher, for further review and approval. • Ensure that all paid invoices agree with supporting documentation, including price quotes, purchase orders and shipping receipts, as per MSH procedures for procurement. • Apply internal systems for obtaining purchase approvals and use of assets ensuring the adequate application of internal controls, as per MSH procedures for donor approvals. • Research problems, such as missing documentation, vendor, staff or client queries. • Enter approved transactions into accounting system. • Prepare checks for review, signature and distribution. • Prepare bank deposits for review and submit to bank. • Manage the advances and carry out payments for field activities (Perdiems, and other activity arrangements), and provide timely expense reports according to MSH rules. • Manage the petty cash system and expenses according to MSH procedures and clear them in the QuickBooks system. • Carry out periodic and spontaneous inventory of all MSH and Project Assets. • Track the fuel consumption for all project vehicles and generators and report to management • Periodically review and sign off on bin and stock cards of all office materials. • Maintain communication with the Liberia COMU to seek guidance on financial and contractual issues. • Perform other duties as assigned.
2.	Project Management	<ul style="list-style-type: none"> • Respect procedures established for the good of the office. • Avoid conflict of interest or perception of conflict of interest. • Contribute to realization of the Mission of MSH. • Respect MSH values as they pertain to financial management. • Perpetuate the good reputation of MSH.

Candidates must meet all the criteria of minimum qualifications.

Send your application to hrliberia@msh.org stating the position in the subject line of your email.

Interested persons must send comprehensive resume with a brief cover letter not later than closing date of the application, **March 14th, 2017**