



Projekat Fiskalne Reforme USAID-a

Senior Accountant

Senior Accountant, USAID/Bosnia and Herzegovina Fiscal Reform Activity

Type of employment: Long Term Technical Assistance (LTTA), full-time

Location: Sarajevo, Bosnia and Herzegovina

Period of performance: Remaining duration of the project (2028.)

BACKGROUND

The purpose of the USAID Fiscal Reform Activity (FRA) in Bosnia-Herzegovina (BiH) is to build on and expand fiscal sector reform to increase efficiency, reduce tax compliance costs, and align the country's regulatory framework with international and European changes in the international tax environment. The achievement of the overall purpose will be measured by the number of internal processes improved and optimized, the number of business-facing services improved and digitized, and the number of legislative acts adopted to align the country with international tax best practices.

POSITION PURPOSE

The Senior Accountant is a key member of the operations team and will provide accounting support to the project office and ensure compliance of all relevant accounting and financial reporting functions, and supporting the Finance and Administration Director with all financial functions.

KEY DUTIES AND RESPONSIBILITIES

Policies & Procedures: Ensures that accounting policies and practices are carried out in accordance with GAAP and local law standards; project internal controls are established and implemented in accordance with DAI policies, USAID rules/regulations and the host country regulations.

General Accounting/Financial Support:

- Uses DAI's Field Accounting system (FAS), cloud software for backup documentation, and DAI's operations system (TAMIS).
- Communicates with the Finance and Administration Director and Project Management on troubleshooting technical issues.
- Maintains file management systems for soft and hard copy documentation.
- Scans and uploads voucher files to DAI's repository for the electronic archival of financial documentation.
- Assists in preparing information for any financial reporting requirements, or internal reports as necessary.
- Prepares vendor and remittance tax forms and ensure these are submitted in a timely manner.
- Prepares and submits monthly reconciliation reports for review, and routinely monitors bank account balances.
- Monitors and submits advance, commitment, and subawards reports as applicable.
- Monitors and reports on partner/vendor payment schedules and obligations.
- Prepares weekly cash-flow forecasts for approval and prepares fund replenishment wire requests.
- Prepares invoices, advances and reimbursements, checks, and wire transfer payments for approval and processing, ensuring accuracy and timely execution.
- Prepares payroll, ensuring leave balances and taxes are accurately recorded.

- Records approved costs in DAI's Field Accounting System (FAS).
- Prepares backup documentation for all project-related transactions and ensures completeness and appropriate review and approvals are documented.
- Ensures petty cash is maintained according to maximum petty cash policy, and that all petty cash procedures are followed.
- Supports periodic cash counts.
- Verifies accuracy of expenses, vendor invoices, and project accounting codes.
- Ensures accurate and timely processing of invoices, advances and reimbursements, checks, and wire transfer payments.
- Ensures request for payments have appropriate approvals.
- Ensures the timely deposit of cash receipts.
- Responsible for recording and assigning costs based on approved budget in the project's field accounting system.

Audit:

- Supports preparation of internal and external audits.
- Supports responses and actions to internal audit comments.
- Conducts daily reviews of backup documentation to ensure completeness, accuracy, and full compliance with DAI's regulations.
- Audits travel requests and expense reports for accuracy and compliance and follows procedures to ensure accurate and timely payment and reconciliation of travel advances, reimbursements for staff and partner travel.
- Ensures backup documentation is uploaded to relevant system according to set deadlines.

Other duties:

- Escalates any issues to his/her supervisor immediately.
- Performs any other duties as assigned.

REQUIRED QUALIFICATIONS

- B.A. Degree in Accounting, Finance, Business Administration or equivalent.
- 4+ years of relevant experience in an accountancy position.
- Minimum 2 years' experience supporting USAID-funded projects in an accountancy/finance role.
- Demonstrated understanding of applicable finance-related USG contracting regulations.
- Accuracy in working with large amounts of data.
- Ability to respond effectively to the time sensitive inquiries.
- Experience with enterprise accounting software, and Microsoft office suite.
- An energetic, forward-thinking, and creative individual with high ethical standards and appropriate professional image.
- An extremely well organized and self-directed individual with sound technical skills, analytical ability, good judgment, and strong operational focus.
- Fluency in English is required.

TO APPLY: Please send your CV to BiH_FRA_Recruitment@dai.com for consideration, indicating in the email subject line "Senior Accountant, BiH FRA". Application deadline is December 27, 2024. Please note that only shortlisted candidates will be contacted. Interviews will be organized on a rolling basis.

Lokacija: Sarajevo

Datum objave: 16. Dec 2024.

Datum isteka: 23. Dec 2024.