



VACANCY ANNOUNCEMENT – AEFSA ACCOUNTANT

- OPEN TO** All interested candidates
- POSITION:** Accountant for American Employees Facilities & Services Association (AEFSA)
- OPENING DATE:** Tuesday, April 10th, 2012
- CLOSING DATE:** Tuesday, April 24, 2012
- WORK** Part time; Saturday, Monday & Wednesday (24 hours/week)
- SALARY:** To be determined based on applicant's qualifications

Basic Function of the Position

The accountant is responsible for the financial control of the association. She/he advises the General Manager and recommends the adoption of procedures that effect budgets, operational matters, and controls the costs of the accounting department.

1. Education:

- Required: a degree in accounting or business or its equivalent, and knowledge of bookkeeping
- Preferred: Bachelor's degree in Business or Accounting

2. Experience:

- Required: 2 years related experience
- Preferred: Knowledge of Accounting/ Bookkeeping, and supervisory experience would all be assets

3. **Language Requirements:** Fluency in Speaking/Reading/Writing in English.

4. **Knowledge/Other criteria:** Must be familiar with QuickBooks accounting software

5. **Other Skills:** Should have an advanced level keyboard and computer skills on a variety of software applications (MS Word, Excel, Access, etc.) and internet. Ability to organize routine data and maintain established procedures. Must be able to work under supervision of Board Members and/or independently and has the ability to use judgment to analyze information and take appropriate actions. Ability to be flexible, resourceful, and service-oriented would be an advantage.

SUBMIT RESUME TO

- In person: AEFSA Office, American Consulate General, Jeddah
- By mail: AEFSA Office, US Consulate General, Jeddah
- Address: P. O. Box 149, Jeddah 21411
- Email: elnajarr@state.gov