

OPEN TO ALL INTERESTED APPLICANTS

POSITION: ACCOUNTANT

OPEN DATE: 7-8-15

CLOSING DATE: 8-5-2015

HOURS: PART TIME

SALARY: INFORMATION AVAILABLE UPON REQUEST

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

This is a part-time accountant position working for the American Employees' Facilities & Services Association (AEFSA) of Jeddah.

The AEFSA Accountant is responsible for the financial control of the association, including bookkeeping and payroll duties. She/he advises the manager and recommends the adoption of procedures that effect budgets, operational matters, and controls the costs of the accounting department.

Responsibilities include:

- Directing the operation of the accounting and financial systems of the association.
- Analyzing the accounting procedures at periodic intervals to determine efficiency and adherence to the financial controls in effect, proposing changes or improvements in operations when necessary.
- Providing the required financial information to the manager, Board of Directors, auditors, and A/OPR/CR correctly and on time.
- Overseeing the bookkeepers and other accounting personnel, and reviewing work to ensure proper posting and control of accounting records.
- Ensuring association compliance with federal and local employment tax requirements.
- Directing and assisting in the preparation, review for accuracy, submission, and distribution of monthly financial statements and reports.
- Reviewing the perpetual inventory records for accuracy. Directing, taking, or assisting with the monthly inventories, and reviewing the inventory taken by others. Maintaining and controlling fixed assets and inventories. Making proper depreciation deductions.
- Overseeing all banking procedures, which include petty cash and fund accounts, maintaining the check register, preparing the checks for payment of all association obligations, and verifying accuracy in the payment of wages to employees.
- Ensuring that proper accounting and financial internal controls are implemented when and if any accounting and financial procedures are automated.

The AEFSA Accountant will also perform the following duties:

BOOKKEEPER: The bookkeeper keeps a complete and systematic set of books covering all the financial transactions of the association. She/he makes the individual entries relating to charges, receipts, and disbursements for all the departments; maintains the General Ledger for charges and receipts; supplies data; and assists the accountant with reports and statements.

Responsibilities include:

- Checking all cash in the system daily and checking all cash payments, receipts and charges and posting them as required.
- Auditing the association's bills and preparing documentation for payment.
- Maintaining the General Ledger, with the various departments classified, for management review of payments and other entries.
- Reviewing the work of clerks to ensure correct mathematics and posting.
- Preparing financial statements, reports, tax reports, payroll, and time records along with other related reports.
- Using the calculators, computers, and other accounting department equipment with ease.

PAYROLL CLERK: All transactions involving financial benefits provided to the employees, and all computations related to the payment of salaries, deductions, or withholdings, are the responsibility of the payroll clerk.

Responsibilities include:

- Performing all functions required in handling wages, such as: verifying and entering the time worked; computing the hourly or other payment rate to determine salary due; preparing a final payroll sheet for the bookkeeper or accountant; and maintaining records of deductions, benefits, taxes, and all records relating to wages.
- Preparing payroll checks or, if employees are paid in cash, to count individual sums. May be required to distribute wages and obtain payroll authorization signatures.
- Computing and maintaining records of labor costs, vacations, bonuses, sick leave, annual leave, pensions, insurance and other related records.

REQUIRED QUALIFICATIONS

- A minimum of a Bachelor's degree in Accounting, Finance, Business Administration, or any other relevant field is required.
- A minimum of (4) years progressively responsible experience is required in professional accounting, auditing, or other financial management activity.
- Strong written and oral proficiency in English is required (Level IV).
- Thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required. An in-depth working knowledge of general accounting, budgeting, reporting, and prevailing customs and accounting practices and/or local laws is required.

- The employee must have strong writing skills and must be able to collect and present facts and recommendations in a clear, concise manner – both verbally and in writing – to accounting and non-accounting individuals. Incumbent must be extremely proficient in the design and use of spreadsheets, QuickBooks, Microsoft Excel, and in the use of word processing software. The employee must be innovative and have the ability to exercise independent judgment where financial and/or accounting matters are concerned. The incumbent must be able to analyze accounting processes and identify practices and procedures that require correction or modification, must be able to formulate recommendations for maintaining specialized segments of accounting systems in a high state of efficiency, and must possess the ability to perform as an effective member of a team.
- Must be able to multi-task, have good interpersonal skills and be able to effectively interact with partners and association officials. Must also have sound judgment and the ability to work independently.

HOW TO APPLY: Candidates interested in applying for this position may do so by sending a cover letter, resume, and list of at least three references to FisherKK@state.gov.