

POSITION DESCRIPTION

USAID LIBERIA LOCAL EMPOWERMENT FOR GOVERNMENT INCLUSION AND TRANSPARENCY (USAID LEGIT) ACCOUNTANT

1. PROJECT BACKGROUND:

The USAID Liberia Local Empowerment for Government Inclusion and Transparency (USAID LEGIT) project will improve Liberia's decentralization conditions and capacity by linking improved government performance with stronger accountability to citizens. USAID LEGIT will align government supply of services with citizen-driven demand, using robust performance indicators to allow Government of Liberia (GoL) partners and citizens to measure government effectiveness. This will result in strengthened GoL ability to plan, manage, and deliver services with meaningful citizen participation.

2. LOCATION: Monrovia, Liberia

3. OBJECTIVE:

The Accountant Reports to the Finance and Administration Manager (FAM) and supports financial accounting activities under the USAID LEGIT project.

4. TASKS AND RESPONSIBILITIES:

- Prepare payment vouchers and enter transactions into Field Accounting System (FAS) accounting system according to DAI policies, ensuring accuracy and proper documentation with the assistance of Finance and Compliance Officer.
- Prepare bi-monthly field expense uploads, with the supervision of the Finance and Admin. Manager.
- Ensure non-billable expenditures are kept to a minimum, and work closely with DAI home office staff to resolve outstanding non-billable expenditures.
- Communicate regularly with DAI home office finance personnel.
- Train project staff on payment process and documentation requirements.
- Ensure accurate accounting of expenses related to private use of project vehicles.
- Prepare weekly cash request with the assistant of the Finance and Compliance officer.
- Process and Track all travel advance with the supervision of the Finance and Admin. Manager.
- Prepare Staff Monthly payroll with the supervision of the Finance and Admin. Manager
- Maintain correct filing systems for all financial documents, in accordance with DAI policy.
- Other duties as assigned by supervisor.

5. QUALIFICATIONS

- Bachelor's degree required, advanced degree is preferred in accounting, finance, business administration, or related field
- Minimum of six years of accounting experience, with a minimum of three years in donor-funded programs, with progressive responsibility in accounting or financial management
- Ability to work and quickly adapt in a complex and volatile environment
- Experience with Microsoft Excel

Interested candidates should e-mail a brief cover letter and their CV to LEGIT_Recruitment@dai.com with the position title (Accountant") in the subject line. Deadline for Applications is March 24, 2017.