



Position Title: Accountant
Location: Central Office, Addis Ababa, Ethiopia
Reports to: Finance & Admin Manager

Purpose and Description

The Accountant will conduct the day-to-day financial operations of the organization. He/she will organize the financial transactions and documents, prepare check vouchers, participate in the preparation of monthly budget reports, participate in the office purchasing and logistics assist the management, technical advisors, regional program coordinators and project officers on issues related to accounting.

Essential Functions

- Prepares check payment vouchers and purchase orders, ensuring all necessary documentation are attached along with payment requests
- Process travel advances, expense reports, meeting budget transfer requests, and expense reports.
- Prepares monthly payrolls for review and initiate for approval transfers to individual staff bank accounts
- Prepares monthly payroll income tax, withholding tax, pension contributions to the concerned authorities & provident fund deposits
- Prepares staff insurances, allowances, incentives, and any other benefit payments as per the NASTAD Ethiopia Personnel Manual and staff contractual agreements
- Assures payments to vendors on a timely basis and participates in identifying reliable and quality vendors
- Delivers bank transfer letters for payroll, travel/program advances, and collects bank advices and monthly statements.
- Evaluates and presents to Finance & Admin Manager pro forma invoices collected by the Finance & Admin Assistant for purchases to provide recommendation to Deputy Country Director/Country Director for approval
- Monitors the timely liquidation of travel and program advances (e.g. meetings, trainings, implementing partners, model woredas, university projects) as per the NASTAD Ethiopia policies and applicable budgets
- Maintains current and appropriate budget tracking systems (i.e. software, hardcopy files, etc.)
- Assists with month end close of accounts and preparation of financial reports for NASTAD-HQ ensuring that all financial documents are completed properly, and securely delivered in a timely manner.
- Reviews the monthly vehicle documents (maintenance requests, driver log reports, and any incident reports or vehicle damage insurance claims) for compliance with NASTAD Ethiopia Vehicle Management Policy Manual and reports any questions, concerns, or variations to Finance & Admin Manager and Deputy Country Director/Country Director. Maintains all NASTAD Ethiopia vehicle documents and monitors compliance with requirements for annual vehicle inspections and insurance coverage levels and renewals



- Maintains an accurate and up to date inventory & fixed asset recordings for NASTAD Ethiopia and prepares reports for NASTAD-HQ and other identified parties
- Perform scanning, photocopying, faxing, collection, preparation of financial invoices & other support documents to send NASTAD-HQ & for NASTAD Ethiopia files
- Assist with preparation of financial documents as needed for external auditor and for Internal Control Review site visits from NASTAD-HQ
- Perform other duties within the Finance & Admin sections as assigned

Minimum Requirements Education/Experience/Skills

- Strong organizational skills & discretion with confidential information
- Demonstrated ability to handle multiple job responsibilities and to set priorities for accomplishing tasks to meet tight deadlines
- Adequate knowledge of generally accepted accounting practices and principles
- Proven professional verbal & written communication skills
- Proficiency in Microsoft Excel and Word is required; sound knowledge of QuickBooks or Peachtree Accounting software is an advantage
- Bachelors Degree in Accounting, Finance, or related field is required.
- Minimum of three years relevant experiences in accounting & financial documentation management is needed, preferably in an NGO context

How to Apply

Qualified candidates should apply by e-mail to NASTAD Ethiopia at hr.nastad.ethiopia@gmail.com.

The subject line of your email should **only** read “Accountant”. As we receive many applications for various positions at a time, this will insure quick and accurate submission of your application for consideration for the correct post. The application deadline is November 4, 2011 (GC).

Please include a cover letter with the position name, resume or CV, earnings requirement, and two references. Do not send additional documents such as diplomas, training certificates, or coursework. You may bring copies to the interview.

If email is not possible, please mail to NASTAD Ethiopia P.O. Box 1527/1110 Addis Ababa, Ethiopia or hand deliver to NASTAD Ethiopia Central Office, Kirkos Sub-city, Wollo Sefer 02/03, House No. 693 in Addis Ababa, on the top floor of the Jhpiego Building (G+3), off of Wollo Sefer just past the Mina Building on the right.

NASTAD Ethiopia is an equal opportunity organization and female candidates are highly encouraged to apply.