Field Review Accountant

Every employee of IRI is responsible for carrying out the Mission of IRI, and demonstrating the core values in their day to day operations.

The Field Review Accountant insures that accounting data in IRI field offices is effectively captured through imprest, including documentation to support all banking transactions; currency exchanges; local salaries, taxes, and advances; severance accruals; local vacation/sick and benefits; vendor payments; cash advances; and rental payments and expat housing/utilities.

Position Requirements

- Bachelor’s degree in accounting, which can be substituted for additional relevant experience.
- 2-3 years of experience in an accounting role.
- Fluency in one or more languages used by the international development community.
- Strong written and oral communicator
- Self-motivated and results-oriented
- Demonstrated ability to work independently and as a member of a team
- Willingness to travel independently in new environments
- Ability to prioritize various daily/weekly/monthly tasks and projects while working in a challenging environment
- Knowledge of electronic systems (including Cost Point, Cognos, Quicken, QuickBooks, Concur).
- Innovative, creative, enthusiastic approach.
- Ability to be detail-orientated and highly organized

Primary Functions & Responsibilities

- Provides and is responsible for accounting support to field offices, reviewing Quicken/QB files and monthly documents (both on SharePoint and, when needed, hard copies)
- Qualitative judgment related to supporting documentation and evidential matter with respect to customs and standards specific to country programs.
- Uploads field office monthly expenses.
- Assists with managing of the pre-processor bridge from QuickBooks/Quicken to CostPoint import. Resolves any reconciliation issues between CostPoint general ledger and QuickBooks/Quicken (or other electronic systems, if/when new systems are deployed).
- Oversees and is responsible for the timely follow-up and management reporting related to field offices with untimely or inadequate reconciliations, documentation support, and/or discrepancies with imprest submissions.
- Oversees the filing and retrieving of field offices monthly reports, including the system for filing and retrieving.
- Reviews the calculations of taxes/SSF/severance and establishes proper accruals.
- Consults with Regional Program Director (and other Expatriate staff as appropriate), the local accountant and the respective Project Accountant with cash management and local bank requirements in field offices.
- Establishes, maintains, and develops productive working relationship with Expatriate staff, local/field/project accountants, DC program and Program Services colleagues.
- Troubleshoots accounting problems. Identifies and implements creative solutions.
- Travels to field offices as needed for system updates, financial review, training, opening/closing offices, etc.
- Exercises independent judgment with field financial review as it relates to system improvements, recommendations, and resolution of findings.
- Provides guidance and oversight for local field accountants as it relates to accounting at the local field office level.
- Monitors field internal controls for compliance with funder, USG, and IRI regulations and/or guidelines.
- Assists with annual, funder’s and program audit preparation.
- Monitors and provides timely follow up related to all advance accounts.
- Performs other accounting tasks as assigned or deemed necessary.

Qualified candidates please apply through our website

https://recruiting.ultipro.com/INT1048/JobBoard/201c19d1-4b06-d159-bba4-6a102267f555/OpportunityDetail?opportunityId=269e7880-76ee-4a7c-90d9-2f96ed7e9356