

KEY POSITION INFORMATION	
Job Title	Accountant
Reports To	Project Manager
Location	MEPI – LAA office

Main Tasks and Responsibilities	
1	Maintain journal entries of wire transfers and receipts
2	Enter information into accounting system
3	Organize and maintain Accounting filing system
4	Maintain accurate and complete accounting records
5	Distribute and/or generate checks
6	Assure accuracy of supporting documentation and entries for accounts reporting
7	Create, review and audit reports
8	Resolve any discrepancies or clarification for Accounting records
9	Maintain accurate and complete Accounting records and audit information
10	Monitor accounts payable system
11	Develop monthly reports to the manager and assist in developing the budget and report to the donor as required
12	Maintain monthly bank reconciliation

Qualifications		
Education	University degree in Finance or Accounting	<i>Essential</i>
Knowledge & Skills	Familiarity with NGO work and donor relations Experience with Quick Books or any accounting system Experience in Documentation	<i>Essential</i>
Experience	Minimum of 2 years of experience in NGOs	<i>Essential</i>
Work Environment	The Accountant will spend 30% of his/her time on the project	
Contract	1 year contract	
Salary	Salary of \$ 360	