



Vacancy | Project Accountant at CRS

Mbeya, Tanzania

Deadline 15th May 2024.

### **Job Summary:**

You will help coordinate and contribute to the implementation of donor policies and procedures in compliance with CRS' established accounting standards, Generally Accepted Accounting Principles (GAAP), donors' rules and regulations, and legal requirements to support high-quality programs serving the poor and vulnerable.

### **Job Responsibilities:**

- Set and monitor sound accounting and financial reporting procedures for sub-recipients and partners following established standards.
- Record financial transactions following appropriate authorizations. Review and analyze various accounts to detect irregularities.
- Monitor disbursement/receipt schedules, alert relevant project staff of due payments/liquidations, and maintain appropriate communication and follow-up to facilitate timeliness of financial resource management and compliance with set deadlines.
- Provide information to project staff, sub-recipients and partners on financial accounting policies and procedural compliance issues and deliver training and other capacity building activities.
- Financial management of awards and projects, including importing costs from various sources; reviewing imported costs; checking available funds for expenditures; creating manual expenditures; reviewing and adjusting expenditures; testing, applying and creating and reviewing accounting.
- Evaluate supply chain cost and monitor inventory valuation, adjust cost and transfer cost to finance sub ledger.
- Supply chain month end period close

## **Typical Background, Experience & Requirements:**

### **Education and Experience**

- degree in Accounting, Finance, Economics, Business Administration with courses in accounting or a qualification in accounting (CPA/ACCA or equivalent).
- Minimum of two years' experience in a position with similar responsibilities, preferably with an international or local NGO, or a financial/banking institution.
- Knowledge of the relevant public donor regulations preferred.
- Proficient in MS Office packages (Excel, Word, PowerPoint, Visio), Web Conferencing Applications. Knowledge of Oracle financial accounting system or similar financial reporting software preferred.

### **Personal Skills**

- Excellent analytical skills with ability to detect and report inconsistencies.
- Conscientious, accurate and thorough with great attention to detail

### **Ability to work collaboratively.**

- Required/Desired Foreign Language: Proficiency in English.
- Travel Required: Willingness and ability to travel at least 50% of the time to project

### **HOW TO APPLY:**

Interested qualified candidates should submit their letter of application together with their CV in PDF or Word format in a single attachment which outlines their experience and sustainability of the position applied to email address [TZ\\_HR@crs.org](mailto:TZ_HR@crs.org) not later than 15th May 2024.

The applicants should clearly state the Job title applied for in the subject line of the email.

Only shortlisted candidates will be contacted.