

## Accountant II - Akwa - Ibom

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Company: Fuzu

Location: Nigeria

Category: business-and-financial-operations

### Job Summary

Contract Type:

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### Requirements

Candidates should possess a University Degree or HND in Accounting / Finance.

Bachelor's Degree with 3-5 years' experience or master's degree with 0-2 years' experience

Knowledge of US Government funded programs, regulations and requirements.

Experience or understanding of key aspects of accounting.

Experience with U.S. government projects helpful, but not mandatory.

Proficiency in Microsoft Office programs, especially Excel spreadsheets.

### Responsibilities

Prepare payment vouchers.

Properly code all transactions.

Control and enter all expenses from the petty cash.

Payment of expenses, including per diem and transport to participants during activities in the field.

Prepare and control advances.

Assure balances of unused portions of advances are deposited into the MSH account.

Prepare deposit slips for cash to be deposited into the bank account.

Reconcile advances, including review of receipts, coding of expenses on the general voucher and entering into QuickBooks.

Maintain accounting files.

Follow up on outstanding advances and assure timely reconciliation.

Control consumption of project (petrol, electricity, water, telephone).

Participate in the improvement of the accounting system and the system of internal control.

Create all financial reports as requested by supervisor.

Preparation and filing of forms for payments of taxes and social security.

Other tasks as requested by supervisor.

Ensure that payments are processed accurately, timely, and safely (to minimize MSH's risk exposure).

Ensure that treasury practices in country minimize MSH's cash exposure.

Ensure that entries are entered into financial system accurately and timely.

Ensure that month and year-end accounting activities are done accurately and in compliance with MSH policies and procedures.

Ensure that systems are in place in country to ensure that operations are managed, and staff act in full compliance with local laws, adhere to contract/award and donor requirements, and comply with MSH policies and standard operating procedures.

Systems are in place to ensure that appropriate staff members are aware of and understand laws, contract/award and donor requirements, and MSH policies and procedures.

Monitor and ensure compliance.

The responsibilities and duties are indicative only and are subject to change to meet the needs of the project, the organization and the donor.

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