

## **Accountant and Financial Officer for USAID Armenia Improved Water Management Program**

### **Job Description**

The USAID-funded Improved Water Management for Sustainable Economic Growth Program is seeking a detail-oriented Accountant and Financial Officer to support the financial operations of the field office. The person selected will work closely with the Operations and Finance Manager to ensure the effective financial management of the Program. He or she will ensure that the program's finances are managed effectively and in compliance with Armenian tax regulations.

### **Program Background:**

The Improved Water Management for Sustainable Economic Growth Program implemented seeks to transform Armenia's approach to water management to improve the equity of access to water while maintaining environmental flow and water quality for the protection of freshwater resources. The Program will achieve this through the development and dissemination of improved approaches and tools to support sustainable and secure water management; advancing improved water governance; and spreading best practices and innovative approaches in water conservation and use. The activity will also provide technical and advisory services (including training, applied research, and analysis) to the Government of Armenia (GOAM), local communities, and the private sector, and support the implementation of small-scale pilot projects to improve water management and use. The Program is implemented by Deloitte Consulting LLP, in partnership with the Urban Foundation for Sustainable Development (UFSD), the University of Colorado Boulder (UCB), and the Regional Environmental Centre for the Caucasus (REC). The office is based in Yerevan, Armenia.

### **Chain of Command:**

Ultimate day-to-day field supervision and authority for all personnel and all aspects of program activities rests with the Chief of Party. The Employee described herein shall take no managerial or technical direction from any individual who is not formally employed in the chain of command between the individual and the Chief of Party, the Chief of Party's designee.

### **Supervisor and Reporting Responsibilities:**

For all routine responsibilities and duties, either directly or indirectly related to the Position description, the Employee shall report to and be supervised by the Finance Manager.

### **Key Responsibilities:**

The Accountant and Financial Officer shall perform the following general functions:

- Support the Operations and Finance Manager in managing and directing all financial matters for program
- Enter the accounting entries into the program's chosen banks' online banking tool for approval by authorized program signatories. Develop a relationship with the program's chosen bank to resolve any issues in a timely manner.

- Maintain a proper accounting department, checking the program's internal control systems to ensure that the policies and procedures are being adhered to.
- Prepare transaction vouchers with appropriate support documentation in accordance with Deloitte and USAID finance and procurement policies.
- Ensure that all finance documents are properly and securely filed.
- Review all Purchase Requests for proper coding and budget adequacy.
- Assist with processing of monthly invoices and reconciliations of vendor accounts and sending of payment confirmations to vendors.
- Assist with reviewing the employees' travel expense reports and prepare the appropriate documentation and that all travel procedures are followed.
- Provide all required support to Deloitte internal auditors in compliance reviews.
- Provide timely and effective responses to the Deloitte home office's questions about financial transactions incurred in Armenia.
- Assist with the general account's administration – filing, photocopying and scanning of all financial transactions.
- Assist with VAT claims preparations.
- Assist with end of year preparation and audit preparations.
- Conduct periodic internal reviews or audits to ensure that compliance procedures in financial areas are followed.
- Assist with identifying compliance issues that require follow-up.
- Manage Deloitte Imprest requests.
- Ensure the compliance of program finances with Armenian tax laws and regulations
- File any required tax documents accurately and timely and submit reports to relevant authorities in accordance with Armenian tax laws and regulations
- Maintain the integrity, confidentiality and safety of financial data.

**Minimum Qualifications:**

- Degree in accounting or similar from an accredited academic institution
- 3-5 years professional experience in the field of project financial management and accounting
- Experience in international donor-funded projects' accounting is considered as an asset
- Experience with procurements and logistics desired
- Basic Excel, Word and PowerPoint knowledge required
- Experience managing financial aspects of a 20–30-person program or business
- Experience working with event planning, financial management, and in a fast-paced environment
- Individual should display a positive, team-oriented attitude to match our friendly work environment
- Fluency in English

**Professional Skills:**

- Strong communication skills, analytical skills, and self-motivation
- Detail-oriented with strong organizational skills
- Good verbal, interpersonal, and written communication skills
- Good analytical, problem-solving skills

**Level of Effort and Period of Performance:**

This is a year-long full-time position starting in February 2023 with the opportunity for extension through 2027.

**Location:**

This position is based in Yerevan, Armenia.

**Application Requirements:**

Please submit the following items as part of your application to Nune Ghazakhetsyan [nuneghazakhetsyan@gmail.com](mailto:nuneghazakhetsyan@gmail.com):

- Cover letter
- CV
- Contact information for two recommenders

**Submission Due Date:**

January 22, 2023