



9 December 2020

Accounts and Administration Manager

Job Description

Responsible for management of the accounting, budgeting, and human resources functions of USAID SCHEP (Sustainable Cultural Heritage Through Engagement of Local Communities Project). Manage the implementation of policies and procedures, and goals and objectives of these functions in compliance with USAID rules and policies and ACOR's requirements. Responsible for the timely issuance of both internal and external financial reports on the project. The Accounts and Administration Manager reports to the SCHEP Chief of Party and is responsible for managing an Assistant Accountant.

All SCHEP project staff are employees of ACOR and subject to ACOR's employment procedures and policies.

Responsibilities

- Responsible for day-to-day financial management of SCHEP, monitoring cash-flow and procurements, and working with Chief of Party (COP) and ACOR's Chief Financial Officer (CFO) on financial commitments and forecasts on a monthly basis
- Prepare all payment requests, vouchers, reports, after approvals from COP in accordance with grant guidelines, for approval by the CFO
- Ensure timely preparation of financial reports required by USAID for review by the CFO
- Prepare the payroll and ensure its accuracy and adherence to overall budget
- Responsible for overall management of administrative, human resources (HR) and grant management functions for the SCHEP team
- Supervise the Assistant Accountant and coordinate his/her work in all relevant tasks
- In coordination with Chief of Party, carry out HR appraisals for staff in the department and assist with staff recruitment.
- Other duties as assigned.

Qualifications and Experience

- University degree (BA or higher) in accounting, finance, business administration, or related field
- A Master's degree is desirable. Minimum of 5 years of experience in financial management of projects
- Hands-on experience with accounting software
- Data analysis and budget administration experience required, including with QuickBooks; experience with additional accounting software applications is desirable
- Prior work with USAID grants or projects beneficial
- Experience and knowledge of USAID rules and policies desirable
- Solid data entry skills with an ability to identify numerical errors



- Proven staff management skills
- Good written and verbal communication skills (English and Arabic)
- Demonstrated experience working in a collaborative and dynamic environment

To apply: Please send a CV and cover letter, and names and contact information for two references to jobs.schep@acorjordan.org. Only candidates who have been selected for an interview will be contacted. No phone calls please. This is a full-time position (1.0 FTE), with benefits. Review of applications will begin December 20, 2020, and continue until filled.

ACOR is an equal employment opportunity employer. Employment decisions including hiring, termination, promotion, and wages and privileges will be made without regard to race, color, religion, sex, national origin, ancestry, age, disability, or any other classification protected by law.