

Scope of Work USAID FAST Accountant



MAXIMUM LEVEL OF EFFORT	LTTA
BASE OF OPERATIONS	Tunis, Tunisia
POSITION REPORTS TO	Finance Manager

Project Background:

The USAID Fiscal and Accounting System of Tunisia (FAST) Project supports the Government of Tunisia (GoT) to improve public financial management. FAST focuses specifically on enhancing and upgrading the government's public financial management information system (PFMIS) to increase the efficiency, transparency, and predictability of public finances. The project strengthens the government's capacity to carry out fiscal, budgetary, and revenue collection mandates and advances electronic services to optimize regulations, procedures, and authorizations that reduce the cost and time burden on businesses, facilitate investment and trade, and promote innovation. Finally, FAST works to strengthen communication between policy makers and the public to build a common understanding of the constraints to—and opportunities for—economic expansion.

Purpose:

The Accountant will be responsible to implement DAI financial accounting Policies and Procedures, review of the payment request/ documents, processing the disbursement vouchers in DAI's Field Accounting System (FAS) & generation of the excel sheets to create the Field Expenses Reports (FERs) bi-weekly. S/he will provide support in other finance areas as necessary. The Accountant will, in coordination with the other members of the finance and accounting team, manage all financial transactions related to the project.

Responsibilities and Key Tasks:

Cash Management

- Process all cash transactions and wire transfer payments.
- Manage all banking activities including withdrawals, deposits, and preparation of all bank payments and checks.
- Record all financial transactions in FAS or FERs on a daily basis.
- Ensure the security of all project funds.
- Receive and verify suppliers' and consultants' invoices along with justification documents.
- Ensure that project vendors are paid on time.
- Prepare bank reconciliations.



- Prepare requests for funds transfers in the website in a timely manner per DAI procedures and requirements.
- Prepare the quarterly social security declaration.
- Maintain an accurate filing of payment vouchers and other financial documents.
- Upload the FERs based on DAI's schedule.
- Scan and upload the monthly financial documentation per DAI policy.
- Review the monthly tax declarations prepared by the accounting firm.
- Coordinate with the HO in case of issues related to the biweekly reports.
- Assist the auditor in case of internal or external audit.

Salary Calculation and Disbursal

- Ensure that the employee profiles are up to date in FAS or FERs.
- Ensure that salary is disbursed, payroll is recorded in the accounting system, and individual paystubs are distributed to all employees on schedule.
- Collect all employees' time sheets from the HR officer and check coding and approval signatories.
- Maintain strict confidentiality at all times.

Travel

- Work with the Finance Team to approve travel advance amounts based on the project's travel advance policy.
- Calculate and distribute travel advances.
- Audit travel vouchers and reconcile travel advances.
- Assist the finance manager in any task related to finance and accounting.

Preferred Qualifications:

- At least 5 years of professional experience, including progressively responsible experience in accounting and finance.
- Bachelor's degree (or equivalent) in a related field.
- Knowledge of and experience with USAID contractor policies and USAID regulations preferred.
- Experience with USAID projects preferred. Experience with international donor-funded projects also an advantage.
- Excellent verbal and written communication skills.
- Experience and familiarity with DAI systems and procedures preferred.
- Oral and written fluency in English.