

Vacancy Announcement

POSITION: AECSA Finance Director

OPENING DATE: Wednesday, September 25, 2019 – Tuesday, October 8, 2019

CLOSING DATE: Wednesday, October 9, 2019

WORK HOURS: Full-time, 40 hours per week (Sunday to Thursday)
Must be available for occasional overtime to accommodate the work demand whether it is after hours, on Fridays or on Holidays.

SALARY: **1,500 JD – 1,900 JD PER MONTH**

WHO MAY APPLY: Applications are welcome from the following sources: members of the U.S. Embassy community (EFMs and Members of Household), incoming members of the U.S. Embassy community, Jordanian nationals, and third-country nationals legally residing in Jordan who do not require sponsorship.

The American Embassy Community Services Association (AECSA) in Amman has a vacancy for the position of Finance Director.

BASIC FUNCTION OF POSITION

ROLE

The Director of Finance is responsible for the financial management of the organization. This individual will make professional and informed recommendations to the Management team. This position is a hands-on position that will focus on the following areas: accounting/finance, business planning and budgeting, human resources, employee development, administration, and accounting systems.

- Ensure that all daily accounting transactions are posted properly in the accounting system.
- Review and approve monthly payroll
- Review and approve all regulatory and benefits agency filings and payments
- Lead month end close process, which includes account reconciliations, bank reconciliations, depreciate fixed assets, and trending and analysis.
- Prepare monthly financial statements.
- Manage organizational cash flow and forecasting.
- Troubleshoot POS and financial software systems.

- Oversee annual budgeting and planning process, in conjunction with the General Manager & Assistant General Manager, and track budget vs actual changes.
- Coordinate and lead the annual audit process.
- Update and implement all necessary business policies and accounting practices, and improve the department's procedure manual.
- Analyzes internal control systems of the association and suggest improvements to management and the AECSA Board.
- Effectively communicate and present any critical financial matters to the General Manager & Assistant General Manager and/or AECSA Board.
- Manage and develop accounting staff, and prepare performance evaluations.
- Provides ad hoc reporting and analysis as requested by the General Manager & Assistant General Manager and/or AECSA Board.
- Performs all other supervisory tasks defined by the General Manager & Assistant General Manager.

QUALIFICATIONS REQUIRED

NOTE: All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Bachelor's Degree in Accounting or Related Field
- Minimum two years' experience in Accounting
- Experience with Microsoft Office
- Excellent organizational and administrative skills
- Public and customer relations skills
- Fluency in English spoken and written. Knowledge of Arabic a plus.

WHO MAY APPLY

Applications will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. ***Family Members of AECSA Board Members are not eligible for AECSA employment.***

TO APPLY

Interested applicants should submit an application with a cover letter and a current resume to the following email address: AmmanAECSA@state.gov