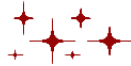


# WestStar Group Recruiting

Let us find your STARS



WestStar Group Recruiting is currently searching for a qualified Staff Accountant. The Staff Accountant serves as the agency's primary bookkeeper regarding Accounts Payable and Receivable and reports to the Associate Director of Finance and works closely with the Chief Financial and Administrative Officer.

## **Key Responsibilities:**

### 1. Accounting:

- Perform in-house bookkeeping duties, primarily related to accounts payable and accounts receivable.
- Assist with the preparation of monthly financial reports for HQ and quarterly UNHCR reporting.
- Participate in preparation for assigned audit schedules and other materials required by agency auditors and support their fieldwork and follow up queries.
- Cross-train in other accounting functions, including monthly balance sheet account reconciliations, including Accounts Payable and Credit Card account(s).
- Process credit card transactions using appropriate expense accounts from the COA.
- Maintain organizational filing systems for financial backup documentation.
- Help ensure proper fiscal controls of Accounts Payable and Accounts Receivable processes are in place.
- Support team in ensuring compliance with International Generally Accepted Accounting Principles (GAAP).
- As needed, prepare transactions and support the management of online banking.
- Enhance existing system to account for financial transactions by making recommendations on the chart of accounts and other cost-tracking systems.
- Further elaborate on Accounts Payable and Accounts Receivable bookkeeping policies and procedures and maintain related agency's P&P manual.

## **Desired Skills and Qualifications:**

- Bachelor's degree in accounting or business administration
- 1-2 years' experience with bookkeeping.
- Demonstrated experience with Quickbooks Online (or similar software) strongly preferred.
- Experience in at least some of the following tools and systems currently in use: Google Drive, Zoho, Salesforce, and/or Bill.com.
- Strong communication, professional presence, personal initiative, and diplomatic interpersonal skills.
- Ability to remain highly organized. Analytical skill with a strong attention to detail and high level of accuracy are critical.
- Highest integrity and diplomacy as part of interpersonal skills and possessing sound judgment.