GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES
SECRETARIAT OF STRENGTHENING DEMOCRACY
DEPARTMENT SUSTAINABLE DEMOCRACY AND SPECIAL MISSIONS

Call for Resumes:
ACCOUNTING CONSULTANT

Type of Appointment: Consultant

Organizational Unit: Department of Sustainable Democracy and Special Missions

Start Date: May 1st, 2020

Duration: 12 months

Consulting Fee: USD$ 5,000 monthly

Duty Station: Washington D.C.

Description:

The Department of Sustainable Democracy and Special Missions through the Department of Financial Services (DFS) is seeking experienced and qualified candidates for an Accountant consultancy in the Financial Reporting and Administrative Coordination Section to work exclusively as accountant for the Project "Implementation of Confidence Building Measures between Belize and Guatemala". Under the general supervision of the Chief of Reporting, the successful candidate provides analytical oversight, review and preparation of financial statements under United States Generally Accepted Accounting Principles (U.S. GAAP hereinafter) and performs the following duties and responsibilities:

Duties and Responsibilities:

- Compiles from the general ledger and subsidiary modules (grants and projects), details of income, expenditure, assets and liabilities for further financial analysis and review.
- Reviews transactions recorded in the financial system under OAS rules and regulations (cash modified basis) and convert these to comply with current U.S. GAAP standards.
- Prepares critical financial statements, and other schedules in the different templates and formats required by the donor European Union, for the review of immediate supervisor.
- Identifies current or potential problems with reports extracted from the Enterprise Resource Planning (ERP – currently OASES and starting 2021 OASCORE) and suggests corrective actions to record transactions that comply with both the GS/OAS accounting standards and the U.S. GAAP standards.

- When requested by the donor, prepares data and financial statements for the financial audit of accounts. Coordinates the selection of an audit firm, serves as a liaison between the audit firm and various GS/OAS dependencies to provide requested information to the auditors, and oversees the audit process through the end.
- Travels to the Adjacency Zone between Belize and Guatemala if and when needed.
- Prepares financial statements under current U.S. GAAP rules by converting transaction recorded following the GS/OAS Accounting Standards

Education and Experience:

Essential: University degree (B.S. or B.A.) in accounting and a professional designation such as CPA or CMA or equivalent is desirable AND over five years of progressive and demonstrated professional accounting experience at the national level, or over 2 years at the international level, including some governmental, fund, or not-for-profit accounting and general ledger and/or financial statement or report preparation experience. Working experience of Oracle Government Financials including General Ledger, Accounts Receivable, Accounts Payable, Project Accounting, and working knowledge of Purchasing Module.

Skills:

Computer Skills

Essential: Essential: Ability to effectively work using Microsoft Office (e.g. Word, Excel, PowerPoint, Outlook, and other applications such as Oracle, Visio, Access, Share Point) and software applicable to the area of work.

Interpersonal Skills:

Demonstrated communication skills (verbal and written); tact, discretion and diplomacy; sound presentation skills; ability to develop concepts and present them in a clear and concise manner

Applications:
Please send your resume to Carlos Casanova at ccasanova@oas.org no later than April 5th, 2020.