



**Organization of
American States**

**EXTERNAL EMPLOYMENT OPPORTUNITY*
GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES**

Title and grade: Accounting Technician – G05
Type of appointment: Long term: one year
Organizational unit: Department of Financial and Administrative Management Services
Duty station: Washington, D.C.
External Opportunity N° **EO/04/12**
Publication date: 01/24/12
Closing date: 02/14/12

BASIC SALARY:

Starting: US\$ 40,556.00 (net of taxes)

** “This announcement applies to an encumbered (filled/occupied) position. External Employment Opportunities are open to competition in accordance with the external recruitment process of the GS/OAS.”*

DUTIES AND RESPONSIBILITIES:

- Review and process routine financial documents such as invoices (receivable and payable), receipts, journal vouchers and reports, ensuring completeness and accuracy of information and verifying compliance with GS/OAS rules and regulations. Notify supervisor and seek clarification of discrepancies.
- Review, reconcile and analyze assigned accounts for accuracy, budget variances and unusual trends; notify supervisor of discrepancies; resolve errors and prepare adjustments to accounts as necessary. Ensure accuracy of mathematical computations.
- Assist in processing of balances/transactions and extracting information from the financial system.
- Assist in maintaining detailed records of financial transactions in sub-ledgers and the general ledger.
- Assist with reconciliation of cash/investment accounts and bank statements.
- Support accounts receivable and payable functions.
- Assist with month-end and fiscal year-end close processes. Assist in annual audit process.
- Perform administrative accounting functions including financial records keeping and processing.
- As assigned, process and resolve customer service requests (“tickets”) e.g., transfers of funds between accounts, donor refunds, indirect cost recovery payments and corrections, and/or changes in accounts receivable/payables transactions, travel expense claims, etc. Notify supervisor and seek clarification of discrepancies.

- Prepare ad hoc and periodic reports and statements; compile information for further analysis and review; develop spreadsheets and other reports to represent financial/budgetary information.
- As delegated, provide on-the-job training to new and temporary GS staff.
- Actively engage the Performance Evaluation System: Establishing work expectations with the direct supervisor by defining individual annual objectives, participating in ongoing performance conversations, and making sure to have a formal performance evaluation meeting.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: High school or technical/commercial training and five years of relevant experience **OR** advanced training and three years of relevant experience. Training in the use of a broad range of software, including Oracle or a similar financial management system. **Desirable:** Training in administration, accounting or finance.

COMPUTER SKILLS: Ability to effectively work using Microsoft Office (e.g. Outlook, Word, and Excel), and other software applicable to the area of work.

LANGUAGES:

Essential – Proficient Knowledge in Spanish and English (read, write and communicate).

Desirable – Basic knowledge of French and/or Portuguese.

PERSONAL COMPETENCIES: Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills. Ability to clearly communicate in the languages required for the post.

Please read the following carefully: [Guidelines for Applying for Employment with the Organization of American States and Application Form.](#)