



South Sudan Program

VACANCY ANNOUNCEMENT:

JOB OPPORTUNITIES: ACCOUNTANTS (2 Positions)

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace-building, Agriculture, Health, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching however CRS assists persons on the basis of need, not race, creed, or nationality. South Sudan has recently become an independent republic, emerging from years of conflict, the country is beginning to reap the benefits of peace in terms of increased economic growth, improved social services and greater democracy. USAID/FFP is funding a four year assistance program in Jonglei State called the Jonglei Food Security Program (JFSP) from August 2011 to February 2015.

Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven persons (**South Sudanese National only**) to fill the position of **Accountants** to be based in **Bor CRS Office**, Jonglei State.

PURPOSE OF THE POSITIONS

He/she will ensure adequate stewardship of agency resources and sound financial reporting in line with Generally Accepted Accounting Principles, CRS policies and procedures, local laws and donor requirements. The primary responsibility of this position is preparation of Cash Disbursements Journals.

KEY RESPONSIBILITIES:

- Accurate and timely review of Payment Requests using the transaction review checklists and in accordance to the Agency's Documentation Policy.
- Accurate and timely preparation of Cash Disbursement Journals on a daily basis.
- Prepare Cheques accurately and update the cheque register.
- Disburse cheques to vendors
- Responsible for the safe and ensuring safe custody of cheques.
- Prepare the consolidated reports for Cash Disbursements and send to the GFM for posting on a daily basis.
- Review and reconcile the Effort Report and JFSP staff timesheets on a monthly basis.
- Verify and sign cash receipts (CRs) voucher and General Journals (GJ/CR) with 100% accuracy and in accordance to the Agency Documentation Policy.
- Managing Advances, Prepayments, and Receivables through follow up on delinquent liquidations, Reconciliation of accounts.
- Perform other duties as assigned by supervisor.

MISCELLANEOUS RESPONSIBILITIES:

- Other tasks as may be assigned by his Supervisor or Finance Manager.

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

SUPERVISORY RESPONSIBILITIES: Daily labor

KEY WORKING RELATIONSHIPS:

QUALIFICATIONS:

- BA or equivalent degree and/or professional certification strongly preferred or equivalent experience
- Minimum of five years' experience in a similar position.
- Proficiency in Sun System and Q & A applications strongly preferred
- Conversant with CRS finance policies and procedures, or demonstrated ability to assimilate new policies and procedures effectively
- Fully conversant with US Government A-122 policy and procedures or significant USG grants management experience and knowledge of USG rules and regulations
- Extremely detail oriented and organized
- Strong written and verbal communication skills in English

Proficiency in Microsoft Office applications (word, excel, outlook and PowerPoint).

Non-refundable application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Wednesday, 23rd December, 2015**. Only short-listed candidates will be contacted.

Human Resources Manager-Bor (Deng.Jong@crs.org)

Catholic Relief Services –
South Sudan program, Bor Office (or drop at the CRS Juba Office)

OR

Senior Human Resources Officer (Peter.Awan@crs.org)

Catholic Relief Services- Jonglei State
Bor Office



CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.