



Vacancy for Finance and Operations Associate

Applications are invited for suitably qualified persons to fill the position of **Finance and Operations Associate**. Under the supervision of the Senior Operations and Finance Manager will perform the following duties:

- Process and record petty cash transactions, vendor payments
- Support monthly payroll and associated calculations, including the management of leave balances.
- Maintain data entry and reconciliations in QuickBooks, including backup documentation and filing
- Remit as necessary any statutory and other deductions to the Guyana Revenue Authority, National Insurance Scheme and Insurance company
- Support the monthly close process and reconciliation
- Process Accounts Receivable, Accounts Payable, Cash management
- Assist with annual financial audits and assist with Local Content Reporting to client
- Support monthly client invoicing, including the consolidation of backup requirements per client
- Support the monthly financial forecasts
- Procure goods and services in a timely and cost-effective manner in compliance with DAI Guyana's procurement policies and procedures with support and advice from the Senior Operations and Finance Manager.
- Prepare purchase orders, masters service agreements, independent consultant agreements and subcontract agreements
- Prepare monthly procurement reports
- Assist with vendor assessments and vendor quotation assessments
- Compile vendor quotations and market research as needed.

Minimum Qualifications:

- A Degree in Accounting or other related discipline, CAT/ACCA credentials plus a minimum of 3 years of relevant professional work experience.
- Ability to work in a fast-paced, flexible, and team-focused work environment.
- Excellent written and verbal communication skills.
- Advanced knowledge of QuickBooks online accounting system.
- Advanced working knowledge of PowerPoint, Excel, and Word.
- Good analytical skills with the ability to collect, analyze and present data.
- Multi-tasking, presentation skills, analytical skills will be an asset.
- Ability to maintain confidentiality and high level of honesty and integrity.
- Strong work ethic, practical, organized, directive and flexible.

Equivalent combination of education and/or experience will be considered. This is a **Full-time** position.

Please email your curriculum vitae to the Senior Operations and Finance Manager at Onecka_Newland@dai.com.

Closing Date: March 8, 2023