



SCOPE OF WORK
YOUTH RESILIENCE TO CRIME AND VIOLENCE IN THE CARIBBEAN
Accountant

PROPOSED PERSONNEL		
POSITION	Accountant	
PERIOD OF PERFORMANCE <i>ON/ABOUT</i> <i>(FROM – TO)</i>	February 15, 2022	Long-term (LTTA)
MAXIMUM LEVEL OF EFFORT	LTTA	
REPORTS TO:	Finance Manager	
LOCATION	Guyana	

PROJECT BACKGROUND

The Eastern & Southern Caribbean Youth Resilience to Crime and Violence in the Caribbean (YRCVC) Activity will engage and empower youth and other key populations as partners and integrate interventions at the national and sub-national levels to improve youth, family, and community resilience to crime and violence. Based in Saint Lucia, YRCVC also works in Guyana, Grenada, and at least one other country. Using a youth-centered systems-strengthening approach, the activity will address rising unemployment, high poverty rates, and waves of crime and violence. YRCVC activities support the following objectives:

- 1) Improve social service provision to vulnerable populations.
- 2) Provide youth with targeted education, psychosocial support, and market-relevant skills.
- 3) Improve access to productive and inclusive development opportunities.
- 4) Strengthen community and family systems.

OBJECTIVE

The Accountant will provide accounting and financial analysis support to the project office and ensure submission of financial reports based on project deadlines. This position will ensure compliance of all accounting and financial reporting functions. He/She will be responsible for recording costs and day-to-day general accounting, accounts receivable/payable, payroll, risk management, managing partner relationships, assuring all backup documentation is audit ready, and troubleshooting accounting issues. The individual is also responsible for developing cash flow analyses and other reports to inform the overall financial well-being of the project. This position will work collaboratively with local and home office staff but will report to the designated Finance Manager. The Accountant may perform any other related duties as assigned.

TASKS

General Accounting/Financial Management

- Responsible for providing training to staff on finance procedures and documentation requirements
- Develops and maintains reports of status of financial management activities (i.e., monthly and quarterly reporting)
- Responsible for ensuring project assets/inventory report is balanced against the general ledger/FAS prior to submission to USAID
- Responsible for ensuring that any/all contractual financial reporting requirements are identified and complied in a timely and accurate manner
- Ensures that tax reporting procedures are well documented to facilitate preparation and submission in a timely manner
- Monitors and submits advance, commitment, and grant reports as applicable

- Develops and submits other project reports necessary and based on registration requirements to local authorities
- Manages preparation of internal and external audits
- Conducts daily reviews of backup documentation to ensure completeness, accuracy, and full compliance with all regulations and the Field Operations Manual (FOM)
- Ensures that accounting policies and practices are carried out in accordance with GAAP standards; project internal controls are established and implemented in accordance with DAI policies, USAID rules/regulations and the terms of the contract
- Responsible for recording and assigning costs based on approved budget in field accounting system (FAS).
- Performs monthly bank reconciliations and routinely monitors bank account balances.
- Supports management of banking relationships.
- Responsible for maintaining file management systems for soft and hard copy documentation.
- Analyzes and reconciles project inventory on a regular basis ensuring that the value/purchase price of projects assets reflected in the inventory register agrees with the total shown in the cumulative Non-Expendable account balance.
- Responsible for the overall payroll function

Travel Advances & Reimbursements

- Audits travel requests and expense reports for accuracy and compliance.
- Follows procedures to ensure accurate and timely payment and reconciliation of travel advances, reimbursements for staff and partner travel.
- Reviews and monitors outstanding advances report by paying close attention to advances that have not been settled after 30 days of issuance.

Financial Reporting

- Prepares vendor and remittance tax forms, including VAT exemption forms, and ensures these are submitted in a timely manner.
- Prepares and submits monthly reconciliation reports
- Monitors and submits advance and commitment reports as applicable.
- Monitors and reports on partner/vendor payment schedules and obligations.
- Assists in preparing information for contractual financial reporting requirements.

DESIRED QUALIFICATIONS

- Bachelor's Degree in Accounting or other related field (or combination of education and/or training and/or experience which provides an equivalent background required to perform the required work).
- A minimum of three years' accounting experience.
- Knowledge of labor laws regarding payroll, tax schemes and retentions.
- Work experience in using large scale information systems including general ledger accounting.
- Ability to work under pressure and to respond to changing necessities with minimum supervision.
- Familiarity with USAID regulations and compliance requirements highly desired.