

Accountant | Hanoi, Viet Nam | 2023

Chemonics International seeks applications for a long-term, full-time Accountant for the USAID-funded Vietnam High Education Development Support Activity. The USAID funded Higher Education Development Support (HEDS) Activity will support Vietnam's Ministry of Education and Training (MOET) goals to modernize and internationalize the Higher Education sector, expand access to quality Higher Education, and develop the human resources required, especially in the areas of science and technology.

We are looking for individuals who have a passion for making a difference in the lives of people around the world. The position will be based in Hanoi.

The Accountant will assist the Operations and Finance Director to ensure the smooth financial and accounting operations of the activity. The Accountant will manage the financial activities of the Activity; adhere to Chemonics policies and procedures and USAID rules and regulations; and ensure that incurred costs are allowable, allocable, and reasonable in accordance with USAID cost principles and Chemonics policies and procedures. He/she will report directly to the Operations and Finance Director. Furthermore, the employee is responsible for the following principal duties and responsibilities:

Principal Duties and Responsibilities

- Assists in all aspects of field office project accounting and financial management.
- Oversees the processing of all transactions according to standard accounting principles and Chemonics' field office accounting procedures. Review supporting documents and transactions to ensure accuracy, completeness, and compliance with Chemonics policies and procedures and USAID regulations;
- Preparation and appropriate documentation of journal entries, payment requests, and general ledger reconciliations;
- Prepares procurement transactions and payments, ensuring that all supporting documentation and approvals are accurate and in line with client and Chemonics policies, procedures, and regulations;
- Review and ensure proper authorization and approval and timely processing of payments/reimbursement requests for employees/suppliers/vendors;
- Oversees monthly reconciliation between field office accounting systems (ABACUS) and bank statements; reconcile accounts payable, accounts receivable, bank accounts, and petty cash;
- Submit recommendations for standard exchange rate to home office every month.
- Review financial reporting using Chemonics ABACUS system, including monthly accrual/projection spreadsheets, and ensure timely submission to the Head Office (HO). Prepare and/or review ad hoc analysis and reporting as needed including analysis of financial reports relative to budget and monthly forecasting;
- Prepare the monthly wire transfer requests to the Chemonics Washington PMU and manage local bank accounts to ensure sufficient availability of funds for program needs;
- Ensure that appropriate mechanism, procedures, and systems are in place to maintain internal controls as well as maintaining proper safeguards of funds and compliance with established USAID and Chemonics financial and accounting procedures;
- Ensures the maintenance of proper accounting documentation and facilitate provision of information and documentation during audits;

- Supports payroll processing each month and prepare salary receipt/payroll forms, withholdings, and employer contributions as required;
- Liaises with Vietnamese income tax authority and remit employee withholdings on a monthly basis as required;
- Support the Operations and Finance Director in managing progress against project financial budgeting and expenditures;
- Review expense reports, processing purchase request/orders and petty cash transactions replenishments; and
- Any other task assigned by the Operations and Finance Director.

Qualifications and Requirements

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the principal duties.

- Bachelor's degree in accounting, finance, business administration, or relevant field required.
- Minimum 4 years of working experience as an accountant on USAID-funded or other international donor experience required.
- Demonstrated ability to work productively within a team;
- Possess excellent organizational and multi-tasking skills;
- Excellent interpersonal and communications skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment;
- Computer skills including strong knowledge of Microsoft Excel, Word and Office applications;
- Fluency in Vietnamese and English

Application Instructions

To apply, candidates should send an email with CV and cover letter attached and "Accountant" in the subject line to VietnamHEPSrecruit@chemonics.com by November 30, 2023. No telephone inquiries, please. Finalists will be contacted.

No telephone inquiries, please. Chemonics will contact finalists. Chemonics is an employer that does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors. Chemonics values the protection of your personal data. If you are in the European Union, please read our EU Recruiting Data Privacy Notice to learn how we process personal data. You may access the notice via the following link: <https://chemonics.com/eu-recruiting-data-privacy-notice/>.