



**International
Republican Institute**
1225 Eye St. NW, Suite 700
Washington, DC 20005
(202) 408-9450
(202) 408-9462 *fax*
www.iri.org | @IRIGlobal

About the International Republican Institute (IRI)

The International Republican Institute (IRI), an international non-profit, non-governmental organization (NGO), dedicated to promoting democracy worldwide, with projects in more than 50 countries worldwide and more than 30 overseas offices, has an immediate opening for an Accountant/Office Manager in its Rabat, Morocco office. Candidates must possess strong accounting technical skills, attention to detail and flexibility for a fast-paced environment. A university degree, fluency in English, French and Arabic, as well as Moroccan citizenship is required.

Job Summary

The Accountant/Office manager provides a full range of administrative and accounting support to IRI's Rabat office. The Accountant/Office Manager reports to the RPD and works in close cooperation with the program staff to ensure smooth running of activities.

The Accountant/Office manager is responsible for keeping financial records in the office up to date and for submitting them on time to the IRI finance team and for making sure accounting systems are up to date and being implemented. This position also requires basic office manager responsibilities. The Accountant will make sure contracts and payments are completed accurately, according to IRI accounting standards, and in compliance with funder requirements. The Accountant will be evaluated based on his/her ability to carry out functions in a satisfactory way and on his/her contribution to a positive team-oriented working atmosphere in the office.

Specific Responsibilities:

- Manages the day-to-day financial operations of the IRI Office in Rabat in line with IRI policies and procedures.
- Prepares and transmits monthly financial reports in an accurate and timely manner.
- Works together with program staff to prepare rolling budgets.
- Keeps a cash log on a daily basis, ensuring balance conducts monthly Cash Count.
- Oversees and reviews all financial transactions; makes payments according to requests approved by RPD.



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- Supervises all types of bank transactions from the office (i.e. cash payments, check payments, reconciliation etc), prepares accounts payable and receivable and ensures that attachments are justified.
- Examines, withdraws, and records cash payment made by employees at the office and works with employees to reconcile cash advances in a timely manner according to IRI deadline policies.
- Monitors monthly rolling budgets, daily spending's, reconciliations and bank accounts and make necessary recommendations to ensure compliance with the funder and financial obligations, sales and IRI accounting.
- Reviews and finalizes reconciliations (per diem, non per diem) of staff.
- Conducts the preparation of all financial documents and ensures proper supporting documentation are attached.
- Maintains timely and accurate communication with co-workers, including the Finance team in DC.
- Prepares and distributes payroll to local staff with collaboration with the local labor expert and makes sure benefit and tax payment systems are functioning properly and in accordance with local law.
- Maintains updated records in office filing system.
- Follows modifications and updates to Moroccan tax and labor laws and keeps staff informed.
- Trains and assists staff in accounting policies and procedures.
- Keeps an annually updated inventory of all furniture and equipment.
- Maintains confidentiality of information gained in course of employment.
- All other duties assigned.



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Requirements:

- Undergraduate degree in accounting, finance or business administration.
- Minimum of two years' experience, five years preferred.
- Experience working with international donors or companies.
- Facility with Microsoft Excel and Microsoft Word.
- Excellent verbal and written communications skills in Arabic, French and English.
- Demonstrated initiative and ability to work independently and as a member of a team.
- Ability to make sound decisions in a timely manner and exercise appropriate judgment in fulfilling tasks and in professional relations.
- Willingness to acquire new skills and knowledge required for the job.

Submission Guidelines

Interested candidates should submit a letter of intent, CV and three references to Miss. Rajaa Zahouani, rzahouani@iri.org by December 27, 2018.

Please note that only short listed candidates will be contacted for an interview.