



JOB TITLE: Senior Accountant

Location: Dar es Salaam, Tanzania

Position Category: Local hire, paid in country

Posting Date: 12/24/2024

Deadline Date: 12/31/2024

Salary: Commensurate with experience and location.

DESCRIPTION

Organization Background

JSI Research & Training Institute, Inc. is an international organization based in Boston, Massachusetts, USA. JSI works extensively with national and local governments, NGOs, the private sector, and traditional leaders to expand access to services for vulnerable populations. JSI is committed to improving the health of underserved populations through innovative approaches in a range of public health areas, including HIV, sexual and reproductive health, technical and organizational capacity building, supply chain strengthening, strategic information management, health systems management, and policy development.

Brief Description of the Project

The purpose of the USAID NextGen Ugavi Bora, Afya Bora Activity is to strengthen Tanzania's public health supply chain and pharmaceutical services to ensure

sustainable access to and appropriate use of safe, effective, quality-assured, affordable health commodities. USAID NextGen Ugavi Bora, Afya Bora activity must work to develop the capacity of local systems, institutions, and individuals to sustainably manage supply chains, for both USAID-procured health commodities and those procured through national/local systems, and to strengthen local pharmaceutical management systems, including quality pharmaceutical services and national regulatory systems.

Position: Senior Accountant

Reports to: Director of Finance and Operations

Location: Dar es Salaam, Tanzania

Job Summary

The Senior Accountant is a full-time position with USAID NextGen Ugavi Bora, Afya Bora activity in Tanzania. The Senior Account will report to the Director of Finance and Operations. The Senior Accountant is responsible for accounting transaction processing, budget tracking and compliance assurance. The Senior Accountant will be responsible for critical functions as described below and will work closely with the Finance and Operations Director. The Senior Accountant is knowledgeable of and adheres to JSI ethical standards, policies and procedures, and all government taxation and other statutory procedures and standards.

RESPONSIBILITIES

- Setting up and maintaining the Chart of Accounts in Quickbooks as well as in FieldLinks;
- Verification of expense and receipt vouchers meeting all JSI policies and standard operating procedures;
- Recording shared cost cash receipts;
- Monthly general ledger maintenance and reconciliation;
- Prepare data reports to assist the Director of Finance and Operations in developing annual and activity specific budgets;
- Maintain level of effort staffing analysis;
- Generate monthly budget tracking report for JSI US headquarters
- Track bank and cash balances on daily frequency for ensuring effective cash management;
- Perform monthly bank and cash reconciliations;
- Review expense and revenue vouchers, validate supporting documentation and ensure error free and

- accurate documentation;
- Process accounts payables and receivables on a monthly basis;
- Track employee and vendor advances and settle them in accordance with JSI/WEI policies;
- Review petty cash expenditure and ensure timely replenishment to the OM;
- Compute Service Tax accurately and deposit within prescribed timelines; and
- Issue Tax Deduction Certificates to respective deductees as per Income Tax Rules.

QUALIFICATIONS

- Bachelors Degree in Commerce or Chartered Accountant or Cost Accountant or with 8-10 years of
- experience in financial accounting or MBA (Finance);
- Experience with QuickBooks accounting software;
- Strong working knowledge of government rules and regulations
- A good understanding of USAID rules and regulations;
- Excellent communication and interpersonal skills to form effective working relationships at all levels;
- Ability to work well in a large team;
- Demonstrated fluency in written and oral English is required.

Interested candidates should submit their resumes and cover letters online by 12/31/2024.

No phone calls please.

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