

**ACCOUNTANT/PROCUREMENT OFFICER**

**(Full-time)**

**Job title:** Accountant/Procurement Officer

**Employment Type:** Full-time (permanent)

**Functional Area:** Finance Department

**Location:** Ulaanbaatar, ADRA Mongolia office

**Hours of work:** 8 hours per day

***Job Summary***

Responsible for recording transactions, compiling, and analyzing data, preparing for audits, computing the organization’s taxes, and acquiring goods and services for the projects.

***Main Duties:***

* Post vouchers to project books daily.
* Assist in clearing project activity-related advances by employees.
* Make monthly reconciliations with projects.
* Send out financial statements to project managers for monitoring purposes.
* Prepare necessary tax reports for prompt submission monthly, including the ones of the local NGO.
* Maintain a filing system for all financial documents.
* Coordinate and track procurement plan with the project teams
* Review, handle and process procurement requests and negotiate, prepare and maintain contracts with suppliers.
* Strictly comply with the donor requirements and ADRA’s policies on finance and procurement.
* Perform a variety of other duties as required.

***Qualifications:***

* At least a bachelor’s degree in accounting and economics
* Shall have accounting/finance, tax and procurement related background/work experience
* Strong verbal and written communication skills (both in Mongolian and English)
* English proficiency in written and spoken language is required
* Positive attitude and team player spirit
* Problem-solving skills
* Analytical skills
* Computer skills

Interested candidates should send the following documents to [hr@adra.org.mn](mailto:hr@adra.org.mn) or the ADRA Mongolia office.

* One-page cover letter explaining the interest in and suitability for the position.
* CV highlighting the required qualifications and criteria.
* Names and contact information of two professional references including previous employers.
* ADRA job application form, to be downloaded from:
* <https://adra.org.mn/wp-content/uploads/2024/06/ADRA-Mongolia-Job-App-Form-in-English.docx>
* Ensure all sections are fully answered.

***Only shortlisted candidates will be contacted. No phone calls are accepted.***

ADRA Mongolia office: 401 Palazzo Building 8, Khoroo #1, Tokyo Street, Bayanzurkh District, Ulaanbaatar city.

*ADRA Mongolia is a faith-based, non-profit organization active in Mongolia since 1994. ADRA strives to provide development and relief services to people in need regardless of race, gender, political, ethnical or religious background.*