

**ACCOUNTANT**

**(Full-time)**

**Job title:** Accountant

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

**Functional Area:** Finance Department

**Location:** Ulaanbaatar, ADRA Mongolia office

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

***Job Summary***

The accountant will be responsible for recording financial transactions, compiling and analyzing financial data, preparing for audits, calculating and filing the organization's taxes, and managing procurement of goods and services for various projects.

***Main Duties:***

* Post vouchers to project books daily.
* Assist in clearing project activity-related advances by employees.
* Perform monthly reconciliations for projects.
* Send financial statements to project managers for monitoring purposes.
* Prepare necessary tax reports for prompt monthly submission, including those for the local NGO.
* Maintain a filing system for all financial documents.
* Coordinate and track the procurement plan with 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:***

* A bachelor’s degree in accounting, finance, or economics (if relevant)
* A minimum of two years of experience in accounting
* Procurement and logistics experience will be considered an advantage
* Strong verbal and written communication skills in both Mongolian and English
* Positive attitude and team player spirit
* Strong problem-solving skills
* Analytical skills
* Proficient in 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.*