

Job Location: Prishtina, Kosovo

Job Description:

The Finance and Administrative Officer is responsible for operational matters concerning the Prishtina office, as well as the provision of all administrative and financial services and transactions. The Finance and Administrative Officer works in conjunction with Prishtina office staff, Washington-based DC finance department, and other staff as needed.

Job Responsibilities:

- Oversee the smooth day-to-day functioning of the Prishtina office;
- Ensure that American Councils Kosovo Representation is abreast of all compliance issues;
- Supervise the maintenance and management of all records and documents related to the operations of the American Councils Kosovo office;
- Prepare and maintain human resources records and documents in compliance with Kosovo labor code;
- Coordinate contracts for all Kosovo-based local long-term, short-term, and temporary staff;
- Provide international visa facilitation as needed to Kosovo-based staff and participants of applicable programs;
- Organize and supervise the provision/maintenance/repair of services and goods essential to office function;
- Establish and maintain relations with local bank and tax authorities;
- Create budget requests and electronic expense reports as per AC finance regulations and submit them on a timely manner to Washington, DC's financial department on a monthly and annual basis;
- Performs field office year-end accrual and deferral expense reports;
- Maintain and update the office accounting software through data collection (invoices, payments);
- Review Staff Timesheets;
- Process and track operational and programmatic transactions with VAT exemption whenever feasible;
- Provide administrative and logistical support to all programs, assisting office staff in everyday routine work as well as the organization of special events such as fundraising events, workshops, trainings, seminars, etc.
- Organize and facilitate American Councils staff visits to Kosovo if needed;
- Monitor and act as back-up on the prishtina@americancouncilssee.org account and provide OPS (on program support) or other support on an as-needed basis;
- Monitor and act as back-up on the relevant social media platforms for applicable programs;
- Translate internal documents, letters and other materials upon request;
- Other duties as assigned, relating the administrative and programmatic advancement of American Councils.

Employment Status: Full-Time, Undetermined Term with Initial Probationary Period

Reports to: Country Representative

Required Qualification

- Bachelor's degree;
- 1-3 years work experience managing international programs and office administration;
- Proficiency in spoken and written English and Albanian;
- Up-to-date IT and social media competency;
- Effective communication and representational skills;
- Demonstrated effective financial, organizational, and planning skills;
- Desirable: Understanding and experience with Quickbooks accounting software.

To Apply, Please Send:

1. A CV/resume of not more than 2 pages;
2. A cover letter of not more than 300 words, and
3. Contacts for 3 references to jobs@americancouncilssee.org (subject line: Application--Kosovo Finance and Administrative Officer).

Deadline for applications is Wednesday, August 1, 2018 by midnight. No phone queries, please.

EQUAL EMPLOYMENT OPPORTUNITY – American Councils is committed to taking affirmative steps to enhance employment opportunities for minorities, women, veterans, and people with disabilities, and strives to ensure that meaningful employment and promotional opportunities are maintained for everyone. American Councils' commitment to equal employment opportunity is based not only on federal requirements, but also on a longstanding commitment to maintaining a diverse workforce reflective of the communities in which we operate.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.