

## **Accountant**

Title: Accountant

Program: USAID Linkages for Small and Medium Enterprises (LinkSME) Project

Location: Hanoi, Vietnam

Expected Duration: 4 years

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IESC – the International Executive Service Corps – is a U.S.-based nonprofit that seeks private enterprise solutions to problems of poverty in developing countries and around the world. By providing a mix of technical assistance and volunteer expert support, IESC works with emerging industries, financial institutions, and governments to stabilize economic environments, increase opportunity, and promote growth. We have completed over 25,000 projects in more than 130 countries worldwide.

IESC is seeking an Accountant to work in a team of 6 operation staffs for the USAID-funded Linkages for Small and Medium Enterprises (LinkSME) Project in Vietnam. The five-year Project links Vietnamese Small and Medium Enterprises (SMEs) with foreign firms (FFs) already operating in and exporting from Vietnam in order to integrate SMEs into the global value chain and accelerate domestic SME growth. The USAID LinkSME Project will create systemic changes in business relationships between Vietnamese SMEs and foreign firms, as well as significant increases in the quantity and/or quality of business linkages between Vietnamese SMEs and foreign firms.

Under the direction of the Director of Finance and Administration, the Accountant will work full-time and be based in Hanoi.

### **DUTIES AND RESPONSIBILITIES:**

- Monitor the management of cash and other assets to ensure integrity and efficiency of LinkSME's financial and operational needs;
- Oversee IESC's accounting system and manage financial reporting process and deliverables;
- Liaise with IESC Home Office and Finance and Accounting team on a regular basis on field office reports & review;
- Collaborate with Receptionist cum Office Assistant in HCMC office for petty cash management;
- Prepare monthly field expense report on QuickBooks online and monthly advance fund requests in coordination with IESC Home Office;
- Preparing monthly VAT declaration report to GoV
- Prepare asset, liability, and capital account entries by compiling and analyzing account information;
- Document financial transactions by entering account information;
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports;
- Substantiate financial transactions by auditing documents;

- Secures financial information by completing database backups;
- Maintain accurate and organized records for external audit;
- Comply with Vietnamese financial legal requirements and advising management on needed actions;
- Perform any other task assigned by the supervisor to meet Activity objectives.

## QUALIFICATIONS:

- Bachelor's degree in Finance, Management, Accounting or other relevant discipline required;
- Familiarity and experience with international development principles and practice;
- +3 years of Accounting experience in Accounts Payable processing, US government contracting or previous experience in non-profit transaction processing in a highly sophisticated financial system. Sound knowledge of Generally Accepted Accounting Principles (GAAP), policies and procedures;
- Well-organized, detail oriented, excellent verbal and written communication skills;
- Excellent computation and organizational skills;
- Experience in QuickBooks Online (QBO) preferable;
- Experience with USAID funded programs or other donor-funded programs preferred;
- Maturity, professionalism, positive attitude and displays acceptable behavior; and
- Fluency in spoken and written Vietnamese and English required.
- Team spirit required

Interested candidates are requested to submit their application ONLY at the following link: <https://chp.tbe.taleo.net/chp01/ats/careers/v2/viewRequisition?org=IESCORG&cws=39&rid=1170> or by visiting the Careers page on <https://iesc.org/> and searching for openings in Vietnam.

IESC is an Equal Opportunity Employer. Please note that this position is intended for a Vietnamese national. CV and letter of interest should be in English. Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications by **COB July 31, 2019** are strongly encouraged.