

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Associate Specialist, Accounting

Our client:

An international health NGO based in Geneva

Role & Responsibilities:

- Performs monthly accounting close in T+5 working days. This includes sub-ledger closures and reconciliation of Cash Management, AP, AR, Projects, Fixed Assets and GL to be performed in Oracle Fusion.
- Transfer of monthly actuals from Oracle Fusion in EPM-Hyperion. Each month- end concludes in a firm period-closure with the results published as the Accounting Bulletin that provides an overview of key financial positions and exceptions for the reporting month.
- Accounting reconciliations
- Automate month- end accounting closure reconciliation and processes to allow more analytical and critical thinking inputs from the Accounting team
- Undertake the month-end accounting closure process to ensure business continuity.
- participate in ongoing external audit matters. Fully independent engagement for the interim audit in June 2024
- Under an approved automation project plan, perform assessments and support accounting, reconciliation and reporting enhancements including change management and formalization of revisions to Accounting Regulations, processes and procedures based on automation project plan.

Profile:

- University degree in Accounting or an accounting qualification (professional qualification such as a Chartered Accountant, Certified Public Accountant, Certified Financial Analyst, Fédération des Experts- Comptables Européens).
- **4-6 years of solid experience performing similar tasks as provided above**
- Positive spirit, highly motivated team-player, ready to step-up, solution- oriented and autonomous.
- Available immediately
- Fluent in English

Contract type: Temporary contract, 6 months (can be further extended)

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1886632915