



## **Accountant - Yaoundé, Cameroon**

Job Code ID: 32421a

### **Advertisement:**

Are you a qualified accountant interested in serving overseas in support of Bible translation? Come and help our Cameroon "front line" Bible translation and support workers concentrate on their tasks by keeping their funds flowing and accounts straight.

We need an accountant who can work alongside our Finance Manager and team in the office in Yaoundé. You'll work with many different departments within the Cameroon organization and other mission organizations active in the work of Bible translation. The tasks vary from reconciling bank statements and overseeing cash transfers to preparing financial statements and helping members with financial questions.

This role is a great opportunity to use your skills in a supportive workplace. You'll be living in a large city in the heart of Africa, in a country that has been quite stable for many years. This is a full-time position and an opportunity to make a vital contribution to the second largest field operation in the world. Come join us!

### **Position Description:**

Responsible for performing the accounting procedures and processes necessary for the preparation of financial statements conforming to generally accepted accounting principles.

### **Position Responsibilities:**

- Responsible for assisting the Finance Manager.
- Reconciles accounts.
- Makes all accruals and adjustments.
- Produces appropriate trial balance and financial statements.
- Designs and maintains accounting systems components including the chart of accounts, internal controls, transaction recording procedures, consolidations, and reporting (both internal and external).
- Does monthly review and analysis and miscellaneous office ledger reports and operating statements.
- Provides advice and counsel to entity management on accounting issues.
- Prepares appropriate schedules and work papers.
- May assist in preparing tax returns according to prescribed laws and regulations.
- May conduct audits of an entity's accounting operations

- May design, implement and use computerized accounting systems.
- May supervise staff to accomplish assigned activities.

### **Knowledge, Skills and Attitudes (KSAs)**

- Committed to the general goals and objectives of SIL.
- Proven skills in computer accounting applications.
- High degree of computer literacy and fluency in spoken/written English required.
- Tactful, flexible, and work well with people in a cross-cultural setting.
- Organized, methodical and responsible work habits.
- Able to meet deadlines and work under pressure.

### **Position Education and Experience:**

#### **Education:**

- Preferred: Bachelor's degree in accounting.
- A minimum of two years college accounting classes or the equivalent work experience (at least two or more years) in accounting.

#### **Experience:**

- Knowledgeable in the use of computers including the Microsoft Suite, (good knowledge of Excel) and standard finance software systems.

For more information contact Chuck Micheals, our Director for Management and Professional Recruitment at: [managersformissions@wycliffe.org](mailto:managersformissions@wycliffe.org)