Introduction

The Famine Early Warning Systems Network (FEWS NET) is an integrated set of activities funded by the United States Agency for International Development (USAID) intended to provide timely, accurate, evidence-based, and transparent food security early warning information and analysis. Created in 1985 in response to famines in East and West Africa, FEWS NET provides global coverage through a mix of presence and remote monitoring. FEWS NET’s work is implemented across several pillars by a team of partners that includes NASA, NOAA, USGS, Kimetrica, and Chemonics International (Chemonics). Chemonics implements FEWS NET’s integrated emergency food insecurity analysis through a Washington-based technical office and more than 20 field offices.

Based on in-depth understanding of local livelihoods, FEWS NET analysts monitor information and data on factors that affect food security, such as weather conditions and climate, crops, pasture, markets and trade, and nutrition. FEWS NET produces regular reports, including Food Security Outlooks and Outlook Updates, emergency alerts, market and price updates, and global weather hazards. FEWS NET makes reports available at www.fews.net and distributes them globally to governments, relief agencies, and other organizations engaged in humanitarian response and development programs.

The seventh phase of FEWS NET (FEWS NET 7) began in 2019 and relies on close collaboration with international, regional, and national partners on food security analysis and reinforcement of food security networks. Major activities include joint monitoring and assessments, data exchanges, collaborative analysis and report writing, and technical capacity strengthening. FEWS NET supports local and regional food security networks to contribute to achieving the global objective of food security for all.

Position Description

The Office Manager/Accountant (OM/A) is responsible for all financial matters relating to the project, including managing the project’s accounting transactions and books, monitoring project budget expenditures, and assuring proper financial reporting.

Responsibilities

The main responsibilities of the OM/A include, but are not limited to:

- Demonstrate excellent interpersonal skills and the ability to be a strong team player.
- Present a professional demeanor and exercise professional judgment.
- Ability to prioritize work assignments; capable of making decisions that will foster timely completion of work.
- Excellent and demonstrated organizational skills, attention to detail.
- Ability to perform well with minimal supervision

Financial Management

- Ensure that all transactions are processed in accordance with Chemonics policies and procedures
Supervise and manage financial and accounting operations including but not limited to preparing payment vouchers, maintaining or verifying petty cash transactions, reconciling petty cash balances at least once a week.

- Maintaining bank balances up-to-date and reconciling accounts on a monthly basis
- Requesting funds through wire transfers from home office

**Procurement and Inventory Management**

- Supervise all project procurements and the inventory/maintenance of all equipment, materials, and supplies necessary to the execution of project activities.
- Verify vendor invoices and deliveries and ensure that all supporting documents are received and correct.
- Maintain equipment inventory, verifying all inventory items twice a year to ensure that the value of all items booked in Abacus under inventory accounts matches the total value indicated in the inventory report.
- Ensure all inventory items are labeled in accordance with USAID guideline

**Management of all vendor accounts**

- Review all vendor invoices for accuracy, monitor vendor balances, and issue and send checks signed by the CR to appropriate beneficiaries.

**Management of payroll, travel expenses, and expense reports**

- Prepare payroll and make disbursements in accordance with Chemonics policies and procedures.
- Monitor and track all personnel benefits including vacation and sick day balances and bonuses.
- Process and submit required tax documentation to accounting consulting firm and Chemonics CO-OP office.
- Process travel advances to local staff and follow-up on outstanding balances
- Verify and process expense reports generated by the staff.

**Record-Keeping**

- Enter accounting transactions into Abacus Accounting Software on a daily basis in accordance with Chemonics policies and procedures.
- Assist home office field accounting and project management staff in reconciling intercompany accounts
- Respond without delays to home office accounting questions or concerns
- Prepare backup documentation for each transaction before submitting to Country Representative (CR) for approval and issuing payment.

**Financial Monitoring**

- Work with the CR and home office team in Washington, DC, to monitor the budget for project activities and staff level of effort.
- Assist the technical departments with the financial monitoring of activities in the field according to established procedures and calendars, as needed.
- Contribute to the preparation of contractually required financial reports, as well as any other financial reports required by Chemonics International.
- Upon financial audit, provide the support necessary to the auditors conducting the audit and assure the implementation of any audit-based recommendations.

**Supervision**

- Provide oversight and supervision to office support staff including administrative assistant, driver, cleaner, etc.
Qualifications

- Fluency in written and spoken English and French required, local language skills desirable
- Bachelor’s degree certified by the Ministry of Higher Education in Accounting, Finance, or related field is required; Masters preferred. Significant, directly related professional experience can substitute for education experience.
- At least six years of relevant experience in accounting and financial and procurement management
- Advanced computer skills in MS Office word processing and spreadsheets software required
- Ability to prioritize work assignments and exercise professional judgment required
- Previous supervisory experience preferred

Location and Reporting

The OM/A will be based in Yaoundé, Cameroon and is directly supervised by the Country Representative (CR). For office administration and financial management, the OM/A will collaborate with the RR, the Washington-based Project Management Unit (PMU), and the Senior Management Team (SMT).

Application Information

Chemonics International Inc. is looking for individuals who have a passion for making a difference in the lives of people around the world and demonstrate leadership, versatility, and integrity in their work. The full job description for the Cameroon Office Manager/Accountant can be found at www.fews.net/vacancies.

Qualified Cameroonian candidates should fill out the general information form and upload their CV and a cover letter at https://fewsnet.formstack.com/forms/cr_oma_fewsnet2019 by November 25, 2019. All application materials, including responses to the general information form, CVs, and cover letters, should be provided in English. No telephone inquiries. Only short-listed candidates will be contacted.