

# BOOKKEEPER

**DUTY STATION:** Sarajevo

**CONTRACT TYPE:** National

**GRADE:** 6

## **PURPOSE AND SCOPE OF POSITION**

Under the direct supervision of the Head of Accounting Section, the Bookkeeper will perform accounting related work as follows:

## **DUTIES AND RESPONSIBILITIES**

- Verify and Input financial data into the SAP accounting software;
- Check cash payment claims for adequate supporting documents, correct budget and account codes then record them into the integrated SAP system;
- Record all cash payments into SAP system;
- Check invoices against purchase orders, bids and other supporting documents;
- Process and record all incoming and outgoing invoices into the SAP system;
- Prepare cash reconciliations on a daily basis and check cash balances against cash record with Treasury Section;
- Prepare cash advance reconciliations on a weekly basis;
- Prepare journal vouchers for various adjustments relating to payment claims, cash advances and cash payments and input the same into SAP system;

- Maintain “earmark funds” for airfare costs;
- Coordinate with Budget Section on budget codification and budget availability when processing reimbursements for travel, representation and other costs;
- Coordinate with Finance personnel in Regional Offices regarding payment claims and cash payments and check their inputs in the SAP;
- Imprest reconciliation;
- Other reconciliations of the balance sheet accounts when necessary;
- File accounting documents according to the archiving procedures currently followed in the Finance Division;
- Perform other duties as assigned by the Head of Accounting Section.

### **PROFESSIONAL REQUIREMENTS/QUALIFICATIONS**

- Secondary education specializing in accounting and finance with a minimum three years experience in accounting
- Excellent command of spoken and written English and computing skills essential
- Previous experience with the international community highly desirable

Any person with the above qualifications should provide (in English) a CV with a one-page cover letter and references to the following:

**Personnel Department**  
**Office of the High Representative**  
**Emerika Bluma 1, 71000 Sarajevo**  
**Bosnia and Herzegovina**  
**Fax: +387 (0) 33 283 771**

**E-mail:**

***application@ohr.int***

***Reference number: 2005/081 must be quoted***

***Closing date for applications: 30 April 2005***

***Only short-listed candidates will be contacted***

***No telephone inquiries please***