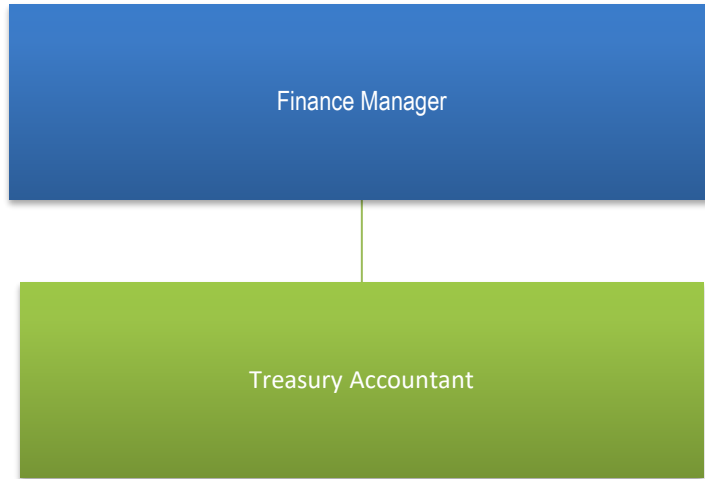


Position Name (Title) :	Treasury Accountant	Position Level:	7
Reporting to (Title) :	Finance Manager	No. of Direct Reporters:	0
Version:	January 2025	Sector /Department/Section :	Finance

Position Reporting Lines



Main Job Purpose

Process all payments in People soft financial system, issuing the checks and letter of transfers. Coordinate the daily banking operations and maintain updated bank registers for all bank Accounts. Prepare monthly Cash Recap and Bank Reconciliations by bank account.

Participation in monthly payroll allocation.

Maintain the filing system of Finance Department, this includes, the filing of daily financial transactions, and all incoming and outgoing communication

Objectives

- Accurate recording of payments transactions into PS system.
- Deliver all payments to vendors and staff in timely manner.
- Maintain accurate, updated and reconciled bank records.
- Maintain accurate balances for all staff benefits.
- Maintain organized and updated filing system

Accountabilities

1. Upon receiving approved vouchers, prepare the payments checks/Letters of transfers and recording them into People soft Financial system. This also includes the preparation of cash transfer letters among CARE bank accounts. Coordinate with Admin department the delivery of all cash received and checks/letter of transfers issued are on time to the bank for processing.
2. Process the accounts payable vouchers data entry for staff monthly payroll and other benefits payments, this include transportation allowance, social insurance, income taxes payments.
3. Receive the cashed checks and distribute them to the payees, maintain other signed checks until delivery to the vendors/other payees, to ensure that no outstanding payments/checks are not delivered and still outstanding.
4. Assist the Finance Manager in month close by preparing the bankbook for all bank accounts including to ensure that all cash received, and cash disbursements are recorded on time and bankbook balances are updated and prepare the monthly cash recap reports and bank reconciliation reports for all operated bank accounts.
5. Maintain vendor's withholding taxes and prepare the settlement check to be submitted with the relevant tax form to the tax authority on a quarterly basis. Also s/he responsible to prepare the Tax settlement letter to each vendor annually to be submitted to Tax Authority by vendors.
6. Liaise with the contact persons in all banks to solve any problem that the department is facing in relation to the banking operations activities.
7. Maintain the filing system of Finance Department, this includes, the filing of daily financial transactions with its supporting document, updated Approved Signatory List ASL for all authorized signatory personnel within the organization, all incoming and outgoing communication. Assist Grants Accountants in the preparation of all transactions samples required for any received internal or external audits.

Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> • Finance Manager as direct supervisor. • All authorized signatories. • Finance staff. • Shared service centre staff. 	<ul style="list-style-type: none"> • All banks contact persons • Vendors

Working Environment

The position follows the normal working environment of the organization.

Indoor: 100%

Outdoor: 0%

Working Hazard: 0%

Working Days: 5 days per week

Days Off: 2 days per week

Working Hours: from 7.30am to 4.30pm (total 8 hours with flexible start time from 7.30am to 10.00am)

Position Dimensions

POSITION DIMENSION

Level of Authority	Authority Within the Departement
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Department

Job Requirements

Education:	Bachelor's degree preferably in Accounting, Finance or Business Administration.
Experience:	One to three years of working experience in similar position. <i>Fresh graduates with proven abilities might be considered.</i>
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> • English • Arabic

Reports

Signatures

Date

Employee		
Manager		
Human Resources		
