

Curriculum Vitae

Personal Information

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Contact Details:

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Education

- 2010 G.C - 2011: Level 3 in Accounting from Higher 20TVT Institute
- 2014 G.C: Level 4 in Accounting from Reftvally University
- 2015-2017 G.C: Leadership and Development Study from Mekane Yesus Management and Leadership College

Employment

Current Employment

March 20, 2023 - Present: Project Accountant at CEFA Onlus

Responsibilities:

- Maintain the Petty Cash account and disburse necessary cash for expenses upon verification that necessary authorizations have been obtained.
- Ensure the correct procurement process is followed.
- Perform cash counts on a monthly basis.
- Scan all financial documents and send them to the Central Office (CO) every month.
- Ensure all necessary documentations are gathered and each transaction is documented correctly, both in paper and in the accounting software.
- Keep an organized and secure filing system for all financial documents, both in hard and soft copies.
- Post and process journal entries to ensure all business transactions are recorded.
- Process invoices and maintain proper filing.
- Record and file cash transactions.
- Follow up on advances and settlements.
- Assist the Finance and Administration Manager in the preparation of monthly/yearly closings.

- Monitor daily communications and answer any queries.
- Ensure payments, amounts, and records are correct.
- Report and pay government taxes and withholding.
- Make travel arrangements, such as flights, cars, and hotel reservations.
- Carry out administrative duties, such as copying, binding, scanning, etc.
- Assist in the preparation of annual plans and reports for ACSO.
- Follow up on expatriates' work permit and visa renewal with the support of the Program Deputy and Logistic Manager.
- Process legal paper documents from relevant government offices with the support of the Program Deputy and Logistic Manager.
- Ensure all files are kept in order and ready for audit by maintaining compliance with filing procedures.
- Ensure the monthly utility bills are paid on time.
- Keep track, record, and properly manage the issues and letters received by the organization from governmental bodies or other entities.
- Maintain supplies inventory by checking stock to determine inventory levels, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Maintain the annual leave and holiday calendars.
- Support the coordination team by reviewing, comparing, and analyzing documents for the products and services to be purchased.
- Support the coordination team by participating in the preparation of bidding documents, supplier shortlists, and other documents based on CEFA procedures for the procurement of goods and services.
- Participate in the preparation of draft contract agreements for suppliers and service providers under the supervision of the CR, CA, and DP&LM.
- Monitor inventories and maintain accurate purchase and pricing records.
- Maintain complete procurement documents and records and ensure that the records are kept properly for future reference.

June 25, 2022 - February 28, 2023: Admin Assistant at International Medical Corps (IMC)

Responsibilities:

- Coordinate with other team members to complete financial requirements for action plans and prepare reports for relevant partners such as the government, IMC, and donors as necessary.
- Undertake other standard financial requirements, such as weekly cash counts, surprise cash counts, checking payroll, undertaking random checks on purchase prices, and preparing cash flow requests.

- Prepare and check monthly financial reports.
- Ensure adequate funds/cash are held in the program for planned activities.
- Ensure adherence to the following deadlines:
 - Monthly cashbooks and bankbooks.
 - Cash requests from the fields.
 - Cash transfers to fields and others.
- Fill in the gaps when the cashier is on annual leave.
- Adhere to the necessary accounting, documentation, and reporting procedures required for the purchase of items based on purchases/procurement procedures, if any.
- Check daily financial payments in line with organizational policies and procedures by giving due attention to authorization levels and budget codes.
- Ensure close collaboration and communication with the Finance and HR departments at the headquarters to facilitate and smooth the consistent running of the program.
- Work closely and provide technical support to the cashier.
- Review and check the external work done before any payment is made effective.
- Review and check the monthly staff payroll before the payment is made effective.
- Maintain and update personnel files of all staff at the project, including all required documentation in line with IMCHR Manual guidelines.
- Manage and record staff's annual leave roster and ensure all annual leave is used within the current year.
- Record and manage all staff-related leaves such as Compensatory Time Offs and sick leaves as per IMCHR Manual.
- Manage and address all staff personal issues following the IMCHR Manual guidelines.
- Prepare HR reports.
- Provide the necessary materials and equipment to project staff for their day-to-day activities.
- Receive, screen, log, and route program-related correspondences and maintain an effective follow-up system.
- Monitor and follow up on the performance (PDR) of all staff working in the Sub-office.
- Maintain a high standard of health and safety within the working environment.
- Maintain good working relationships in the workplace.

October 5, 2020 - June 25, 2022: Finance Assistant at International Rescue Committee (IRC)

Responsibilities:

- Implement policies and practices during the process of payments.
- Perform financial duties in line with IRC Program, Personnel & Finance Regulations.
- Keep well-organized books of accounts at the Field Office by following the Finance Manual and coding all transactions properly on the finance vouchers as per approved PR.
- Prepare checks and effect payments after approval from the designated official.
- Replace the finance officer in their absence and undertake all reporting requirements.
- Pay attention to detailed accuracy and neatness in the documentation.
- Ensure the authenticity of documents, correctness of amounts, dates, signature, etc.
- Prepare receipt and payment vouchers for approved payment/settlement requests.
- Carry out cash count at the end of every week and any other interval as per the IRC policy.
- Operate the petty cash and cash in office funds by holding the authorized level of cash.
- Travel to project sites to effect approved payments.
- Effect cash payment for approved purchases, labor services, utilities, etc., without delay.
- Follow up on submitted payment requests and take necessary action on time.
- Journalize bank, cash in office, and petty cash accounts in the standards laid down in the Finance Manual.
- Assist the Finance Officer in mid/end-of-month reports and end-of-fiscal-year account closing activities.
- Stamp original documents "PAID" or "RECEIVED BY IRC" each month before sending them to Addis.
- Maintain scanned soft copies of the original documents sent to Addis each month.

July 2018 - September 30, 2020: Junior Finance & Operation Officer at Bethany Christian Services Global, Gambella Refugee Program, Gambella Town

Responsibilities:

- Implement policies and practices during the process of payments.
- Processed and replenished petty cash for the pugnido field office, handling petty cash in the Gambella office.
- Prepared and facilitated monthly social workers' and other staff per diem requisition and purchase requisition.

- Prepared and facilitated weekly staff canteen food and monthly office refreshment/supplies purchase requisition and goods receiving.
- Manage relationships with vendors, service providers, and landlords, ensuring that all items are invoiced and paid on time.
- Analyze different general ledger accounts regularly.
- Prepare journal entries and synthesize a common ledger for subsidiary accounts.
- Collect pro forma for different office programs and facilitate or write the meeting for purchase requests for the same.
- Prepare payroll for Gambella staff, also incentivize workers from the refugee community.
- Pay for government authority income tax and pension, and provident fund for each employee.
- Register and file outgoing letters related to payment for the tax issue and others needed letters during procurement.
- Analyze and forecast quarterly financial requirements for the refugee service department.
- Prepare well-documented settlements in advance.
- Manage all workload, ensuring

References

- **MrTekalignSolomonSeniorHR&AdminOfficeratInternationalMedicalCorps**
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- **MrDemsewuAlemayehuSeniorFinanceOfficerAtInternationalMedicalCorps**
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- **Mr.FikruAyanaFinanceManageratInternationalRescueCommittee(IRC)**
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