

The accountant is a full-time national staff position based in CCDI's Yerevan head office. Accountant is responsible for overseeing the daily financial operations of the organization (1 head office and 8 field offices).

CCDI runs double entry bookkeeping on accrual bases in compliance with the National (International) Accounting Standards (NAS). Accounting is computerized. Accounting software "OC - 1", MS Access based double entry bookkeeping. Quicken also will be used for recordkeeping. Some forms and tables are also done in Excel.

#### Overall Job Functions, Major Duties, and Responsibilities

- Development and implementation of effective accounting, internal controls, and fund control policies, procedures, and systems
- Effective preparation, maintenance, and reporting of internal and external financial records and analyses
- Oversee the daily financial operations and performance of the organization
- Establish and maintain effective communication and coordination with management and field offices
- Maintain effective business relations with the bank and outside auditors/regulatory authorities