The Albanian–American Development Foundation (AADF) in partnership with the Municipality of Tirana and TUMO Yerevan Center for Creative Technologies will establish TUMO Tirana Center for Creative Technologies in October 2020. The TUMO Educational Program is an after-school program where teens learn skills at the intersection of design and technology. Teens between 12–18 years old learn skills with multiple learning targets including animation, game development, graphic design, filmmaking, music, robotics, programming and 3D modeling.

We are seeking a senior accountant who will be responsible for the accounting processes of TUMO Tirana and will report to the TUMO Tirana Manager.

Key Responsibilities:

- Maintain accounting, timely preparation and submission of financial statements;
- Assist in overseeing the maintenance of TUMO Tirana material and financial resources;
- Verify, allocate, post and reconcile accounts payable, receivable and bank accounts;
- Producing error-free accounting reports and present their results;
- Analyze financial information and summarize financial status;
- Develop the budget of TUMO Tirana, coordinate the activities for budgeting process, controls and budget implementation reporting;
- Ensure timely and accurate analysis of budgets and financial reports in order to assist the TUMO Tirana Manager in performing respective responsibilities;
- Ensure a reliable cash flow projection process;
- Preparation of invoices, perform all tax calculations and relevant filing at the tax office related to the TUMO Tirana activity and the employees;
- Review and recommend modifications to accounting systems and procedures;
- Ensure that key accounting and financial processes are properly documented, updated and reviewed regularly to achieve improvements and efficiencies;
- Direct internal and external audits to ensure compliance;
- Assist with tax audits and tax returns;
- Develop and document business processes and accounting policies to maintain and strengthen internal controls;
- Liaise with AADF’s Head of Finance for monthly financial reporting;
- Other ad-hoc tasks/projects as required by the TUMO Tirana Manager in the relevant area of expertise;
Requirements:

- Bachelor’s degree in Economics/Accounting/Finance or a relevant field of study;
- Relevant certifications are preferred;
- At least five years of work experience in finance or accounting;
- At least two years of management experience in finance, internal audit or accounting;
- Ability to plan, manage and follow through on assignments and communicate at staff;
- Organizational skills and in-depth knowledge in the field of tax and accounting;
- Strong interpersonal communication;
- Thorough knowledge of basic accounting procedures;
- Strong knowledge of financial accounting statements and general ledger functions;
- Experience with accounting software for data entries and accounting system reporting;
- Advanced MS Excel skills including Vlookups and pivot tables;
- Accuracy and attention to details;
- Ability to multi-task, work under pressure and meet deadlines required;
- Ability to create a work ethic-promoting work environment;
- Aptitude for numbers and quantitative skills.
- Experience in Payroll execution;

Application Procedure:
Please reference the job position to the subject of the e-mail. Please submit a Curriculum Vitae and a Motivation Letter detailing relevant knowledge, experience and interest in the position to the following address: careers@aadf.org.

Applications will be accepted only electronically and should not be dropped off at AADF office. All applicants will receive a confirmation that their electronic submission was received. However, only the shortlisted candidates will be contacted for an interview.

The deadline for the submission of applications is September 5, 2020.
The winning applicant is expected to start his/her job as described above in October 2020, pursuant and depending on the development that relate to the COVID-19 pandemic.