



Announcement Number: ARCE/19-017

Issue Date: 06/09/2019

Closing Date: 06/23/2019

Subject: Employment Opportunity

SENIOR FINANCE COORDINATOR - Alexandria, Virginia

The American Research Center in Egypt (ARCE) is seeking applications from qualified individuals to provide professional services as further described in this Announcement.

Applications from interested candidates must be submitted by the closing date indicated above and must be submitted ONLY in email format to the specific email address, Recruitment@ARCE.org. Paper copies of resumes or CVs will NOT be accepted. Incomplete applications will not be considered.

This vacancy announcement in no way obligates ARCE to consider or select an applicant, nor does this commit ARCE to pay any costs incurred by individuals for the preparation or submission of applications.

Questions regarding this Announcement must be directed by email to the Point of Contact specified in Paragraph J. Please do not call the ARCE office about the status of a candidacy or selection.

A. General Information

1. **Announcement Number:** ARCE/19-017
2. **Open to:** Qualified candidates who are legally able to live and work in the U.S.
3. **Issue Date:** 06/09/2019
4. **Closing Date:** 06/23/2019
5. **Job Title:** **SENIOR FINANCE COORDINATOR**
6. **Schedule:** This is a full-time position.
7. **Place of Performance:** Alexandria, Virginia
8. **Salary:** Shall be determined at the time of selection and will be commensurate with the selectee's experience and prior salary history.

B. Basic Duties and Responsibilities:

Under the supervision of the CFO, the position is responsible for the timely, accurate preparation of monthly financial statements and assists in the development of policies and procedures to meet the organization's financial objectives. Responsible for processing financial transactions, financial analysis, budget review cost allocation, payroll and benefits accounting and preparation for annual audits by external auditors. Also

responsible for processing invoices, bank deposits, credit card reconciliations, investment account reconciliation, check processing and bank transactions. Posts journal entries in GP accounting system and ensures the accuracy of the General Ledger. Coordinates with a financial team in Cairo, Egypt for the month-end and close out of non-US financial activities including monthly financial statement preparation. Assists with the organization's preparation and submission of the annual IRS Form 990 as well as filing State annual reports, employer tax and payroll withholding statements and processing of 401k payments and reports. Assists in the preparation of the annual budget and ensures proper internal controls so that budget expenditures are managed correctly.

C. Reporting Relationship: This position reports to the Chief Financial Officer (CFO).

D. Supervision Exercised: None.

E. Physical Demands: No particular physical demands.

F. Eligibility for Consideration: Candidates must be either U.S. Citizens or Legal Permanent Residents of the United States.

G. Minimum Qualifications REQUIRED for consideration:

- 1. Education:** Bachelor's Degree (B.A., B.S. or equivalent) in Business Administration, Financial Management, Accounting or a closely related field.
- 2. Prior Work Experience:** Candidates must have at least 3 years prior experience in Financial Management, Budget Management, Accounting, Financial Auditing or a closely related field. CPA credentials are preferred, though not required.
- 3. Skills and Abilities:** A strong understanding of Generally Accepted Accounting Principles (GAAP) and Uniform Guidance Standards (2 CFR 200) is required, as well as the ability to analyze financial data and prepare accurate financial statements. Proven skills with nonprofit accounting principles, procedures and software is essential. Strong organizational skills and the ability to handle multiple assignments within established deadlines is important. The ability to work independently as well as within a team is key to the successful performance of the core job duties.

H. Evaluation of Applicants and Selection Criteria

Applications will be screened initially for determination of eligibility and minimum qualifications. Candidates who do not meet the basic eligibility for consideration described in Item F (above) will not receive further consideration. Next, candidates who meet or exceed the minimum Qualification Requirements listed in Item G1 through G3 will receive consideration and will be rank-ordered in accordance with the listed qualifications. Applicants are encouraged to address each of the listed requirements in their application. Omission of a description of an individual's qualification on the application may result in a low ranking. Only the Top-Ranked candidates will be contacted for an interview. ARCE will screen candidates for nepotism and conflict of interest concerns.

- I. How to Apply:** To ensure consideration for this announcement, applicants must reference the Announcement Number and Job Title in the subject line of an email in the following manner: **ARCE 19-017 – Senior Finance Coordinator**, to be sent to Recruitment@ARCE.org . The email should include as attachments, a completed resume or curriculum vitae. Candidates should include starting and ending employment dates in the description of prior work experience and the complete name and contact information of the current and prior employers. The application package may also include photocopies of educational or professional certifications (e.g. University transcripts, diplomas, certificates, etc.). Employment Reference letters are optional.
- J. Questions regarding this Announcement:** Questions may be emailed to Recruitment@arce.org, referencing the Announcement Number in the Subject Line. Questions regarding the status of a candidacy cannot be answered.

The American Research Center in Egypt is an Equal Opportunity Employer and supports a multi-cultural work environment that includes diversity of gender, nationality, race, culture, religion, ethnicity and educational background. Candidates from minority or indigenous groups and persons with disabilities are encouraged to apply.

The American Research Center in Egypt is committed to prevent workplace harassment, workplace violence and discriminatory employment practices.