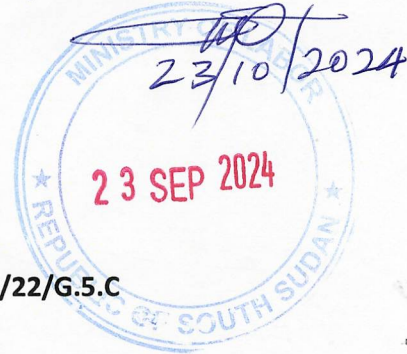




SO. H. 3  
APPROVED by  
supervisor of Lab



### Accounts Clerk

**NUMBER:** CINA/HR/052223/22/G.5.C  
**External Advertisement/Local staffing**  
**Reporting to:** Senior Accountant  
**Location:** Juba  
**Application Deadline:** 14<sup>th</sup> October 2024  
**Starting Date:** Immediately  
**Duration of Initial contract:** 1year

#### Background

Community in Need Aid (CINA) is a non-governmental, non-profit making humanitarian and development organization formed in 2010 operating in South Sudan. CINA South Sudan is mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters and the organization is committed to attaining sustainable socio-economic development founded on community ownership, peaceful co-existence in diversity, improved quality of life, and self-reliance. CINA has been working in Jonglei, Lakes, Central Equatoria, Eastern Equatoria, Western Equatoria and Western Bahr el Ghazal and Upper Nile States of South Sudan since 2011 to date. To effectively achieve the Programme objectives, CINA is therefore, seeking for a qualified candidate to fill the position of Account clerk to be based in Juba Country Office.

#### Primary Duties and Responsibilities

The accounts Clerk performs a wide range of duties including and not limited to the following:

1. Capture payments on the accounting system after verifying supporting documents for validity, accuracy, and completeness.
2. Capture journal entries on the accounting system.
3. Capture and maintain Masterfile information (creditors, debtors, payroll, assets) on the accounting system.
4. Capture and maintain the budget on the accounting system.
5. Collate accounting reports and prepare supporting documentation (including suspense accounts, accruals, working papers for financial statements).



6. Responds to queries related to financial transactions.
7. Collate and Capture information on relevant templates as required.
8. Capture Sales and Trade (S&T) advances and claims after verifying for validity, accuracy, and completeness.
9. Extract reports from accounting system as required.
10. Resolve system interface exceptions.
11. Report on discrepancies between documents to be filed and transactions processed on the accounting system.
12. File, store, retrieve and safeguard source and face value documents.
13. Perform General and Subsidiary Ledger reconciliations (including bank, suspense and interdepartmental accounts).
14. Process payroll transactions, prepare payroll documents and maintain employee payroll records.
15. Lead cash count on weekly bases and or make a surprise cash count and report the outcomes to the immediate supervisor.
16. Perform any other duties assigned by the supervisor.

**Experience and qualifications of Accounts Clerk.**

1 to 2 years' experience.

Bachelor Degree in Business Administration, Accounting, Finance and B-Com.

**Required skills for Accounts Clerk**

1. Superior mathematical, critical thinking and problem-solving skills.
2. Ability to submit tasks within a given timeline and remain calm under pressure.
3. Knowledge of bookkeeping and accounting system preferably QuickBooks.
4. Excellent attention to details.
5. Ability to maintain positive working relationship.
6. Adequate written, oral and interpersonal communication skills.
7. organizational skills
8. strong written and data-entry skills
9. excellent time management skills



**How to Apply:**

Please send your application and CV with accompanying documents electronically to [recruit@cina-southsudan.org](mailto:recruit@cina-southsudan.org) and cc: [Lubang.cina@gmail.com](mailto:Lubang.cina@gmail.com) by 14<sup>th</sup> October, 2024 at 5:00 Pm promptly.

**Location.**

**Munuki Block A1, Plot No. 48,3rd Class Residential Area, Off Bilpham Road, Juba, South Sudan**

[www.cina-southsudan.org](http://www.cina-southsudan.org)

**Important:** CINA is committed to safeguarding and promoting the welfare of children and their families and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign and adhere to CINA's Child Protection Policy, PSEA Policy and Code of Conduct upon taking their job offers.

**Given the urgency of filling this position, selection will be conducted as applications are received and will be concluded by or before the deadline**

**Female candidates are strongly encouraged to apply.**

