



General Description	
Position Title:	Accounting Assistant
Name of Department:	Finance and Administration
Supervisor of the Position:	Director for Finance and Administration
Location of Position:	Costa Rica – Headquarters
Length of appointment:	Indefinitely
<p style="text-align: center;">About the University for Peace</p> <p style="text-align: center;">For a detailed description of the courses and more information about our academic programmes please visit: http://www.upeace.org/academic</p>	
Statement of Qualifications	
Essential Qualifications for the Position:	<ul style="list-style-type: none"> • Higher Education Technician or Bachelor’s Degree in Accounting/Finance • Bilingual (English-Spanish); level B2 written and spoken • Two years of related work experience in Accounting/Finance preferred
Knowledge:	<ul style="list-style-type: none"> • Knowledge of International Financial Reporting Standards (NIIFs) and International Accounting Standards (NICs) • Advance knowledge of electronic accounting systems • Proficient in managing the entire accounting close process. • Proficiency in MS office (Word and Excel)
Abilities and Skills:	<ul style="list-style-type: none"> • Capacity for preparing accounting reports • Effective communication skills
Personal Suitability:	<ul style="list-style-type: none"> • Teamwork-oriented • Highly ethical and honest • High sense of personal responsibility • Initiative for getting things done and suggesting improvements • Creative and dynamic • Excellent organizational skills • Attention to detail • Commitment to excellence and professional standards • Gender and cultural sensitivity



Job Description

General Responsibilities for the Position:

This role carries significant responsibility in accounting, encompassing the preparation, maintenance, and review of financial records, as well as timely research, data entry, account reconciliation, and record management.

Specific Responsibilities for the Position:

- Receive and review various document requests (payables, purchases, contracts, etc.) submitted to the Finance Department.
- Record transactions in the Accounts Payable System.
- Reconcile accounts.
- Control and monitor accounts payable.
- Record credit transactions in the banking system.
- Control, record, and reconcile accounts receivable transactions.
- Record and manage fixed asset inventory.
- Reconcile credit card statements.
- Control and record prepaid expenses and rent receivables.
- Record and monitor budgets.
- Record payroll in the accounting system.
- File and receive outstanding invoices for archiving.
- Support the Director of Finance with additional tasks as needed and instructed.

The final salary offer will fall between US\$800-900 per month.

Please submit the following documents in electronic format to jobshr@upeace.org, ensuring "**Position #7500**" is included in the subject line:

1. Your CV
2. A cover letter detailing your interest in the position
3. Contact information for three references (references will only be contacted if you are selected as a finalist)

The application deadline is 20 January 2025. After the closing date, the selection board will review all applications and contact only those candidates who advance to the next stage. **Shortlisted applicants will be notified by 27 January 2025.**