



Position	Financial Officer
Area	Finance, accounting
Deadline to apply	February 23, 2024
Job Profile	Carries out all financial procedures and regular reviews, maintains budget control and project liquidity, responsible for all accounting and financial records, performs regular audits and keeps financial reports up-to-date, briefs the Executive Director and Board on all financial issues, and recommends actions to maintain optimal financial health of the Fulbright Commission.

The Finance Officer manages and oversees the Fulbright Commission's financial and accounting matters. The person will work closely with the Executive Director and the Treasurer (also a member of the Board of Directors). Responsibilities include:

- Oversees and maintains daily cash management, bookkeeping, and the general ledger.
- Ensures management of the Fulbright Commission's finances within the approved budget.
- Produces ad-hoc and quarterly finance reports for the Executive Director and the Board Treasurer.
- Provides, maintains and performs timely internal and external financial records, overhead control, treasury matters, insurance, tax submission and legal matters, compliance matters, working capital control, internal audits, and internal controls.
- Works with external auditors for annual external audit compliance.
- Provides support and coordinates with other staff for financial management reporting, budgeting, and forecasting.
- Handles HR-related finance matters including recruitment, salary, welfare, compensation, and benefits.
- Communicates and cultivates relationships with external financial stakeholders such as banks, audit firms, potential financial partners, amongst others.

This is a full-time position and is expected to require 40 hours of work per week. Salary will be dependent on years of experience and education level.

Preferred/Required Qualifications

- Argentine citizen.
- Bachelor's degree in business administration, finance, or accounting, or advanced degree such as a Master's in a similar field.
- At least 7 years of experience in finance, business management, controller and/or accounting.
- High level of English proficiency.
- Knowledge of Argentine tax laws and regulations.
- Knowledge of U.S. banking and financial services.

Plus/Preferred Qualifications

- Experience with personnel management and HR financial administration.
- Experience working in a non-profit organization.

Documents Required

- Resume in Spanish and English
- Cover letter detailing how your background and professional qualifications meet the job profile, maximum of 650 words.
- Copy of university degree(s)

Deadline for application:

Required documents and expected gross salary should be sent by February 23, 2024

to award+job-application@fulbright.com.ar

Only short-listed candidates will be contacted.