

Famine Early Warning Systems Network (FEWS NET) Decision Support Bookkeeper – Benin

Introduction

FEWS NET is an integrated set of activities funded by the United States Government (USG) and is intended to provide timely, accurate, evidence-based, and transparent food security early warning information and analysis. The eighth phase of FEWS NET includes the Decision Support (DS) project which is charged with providing integrated monitoring and analyses of current and forecast acute food insecurity in countries worldwide. Based on an in-depth understanding of local livelihoods, FEWS NET DS Team monitors information and data on factors that affect food security, such as conflict, weather conditions and climate, crops, pasture, markets and trade, and nutrition. The work of the FEWS NET DS Team relies on close collaboration with international, regional, and national partners on food security data and information gathering and analysis. Major activities include joint monitoring and assessments, data sharing and exchanges, collaborative analysis and reporting, and technical capacity strengthening.

Position Description and Location

The Bookkeeper is responsible for all financial matters relating to the project, including managing the project's accounting transactions and books, monitoring project budget expenditures, and assuring proper financial reporting. **This is a remote position, but the Bookkeeper must be based in Benin.**

Responsibilities

The main responsibilities of the Bookkeeper include, but are not limited to:

- Demonstrate excellent interpersonal skills and the ability to be a strong team player.
- Present a professional demeanor and exercise professional judgment.
- Ability to prioritize work assignments; capable of making decisions that will foster timely completion of work.
- Excellent and demonstrated organizational skills, attention to detail.
- Ability to perform well with minimal supervision.

Financial Management

- Ensure that all transactions are processed in accordance with Chemonics policies and procedures.
- Administer financial and accounting operations including but not limited to preparing payment vouchers, maintaining or verifying petty cash transactions, and reconciling petty cash balances at least once a week.
- Maintaining bank balances and reconciling accounts on a monthly basis.
- Requesting funds through wire transfers on a monthly basis from home office.

Procurement and Inventory Management

- Administer all project procurements and the inventory/maintenance of all equipment, materials, and supplies necessary to the execution of project activities.
- Verify vendor invoices and deliveries and ensure that all supporting documents are received and correct.
- Maintain equipment inventory, verifying all inventory items twice a year to ensure that the value of all items booked in Abacus under inventory accounts matches the total value indicated in the inventory report.
- Ensure all inventory items are labeled in accordance with U.S. government guidelines.
- Management of all vendor accounts.
- Review all vendor invoices for accuracy, monitor vendor balances, and issue and send checks signed by the Country Technical Lead (CTL) to appropriate beneficiaries.

Payroll and Personnel Expenses

- Management of payroll, travel expenses, and expense reports.
- Prepare payroll and make disbursements in accordance with Chemonics policies and procedures.
- Monitor and track all personnel benefits including vacation and sick day balances and bonuses.
- Process and submit required tax documentation to accounting consulting firm and Chemonics office.
- Process travel advances to local staff and follow-up on outstanding balances.
- Verify and process expense reports generated by the staff.

Record Keeping

- Enter accounting transactions into Abacus Accounting Software on a daily basis in accordance with Chemonics policies and procedures.
- Assist home office field accounting and project management staff in reconciling intercompany accounts.
- Respond without delays to home office accounting questions or concerns.
- Prepare backup documentation for each transaction before submitting to CTL for approval and issuing payment.
- Maintain organized virtual and hard copy records as needed documenting all transactions, approvals, and procurements, etc.

Financial Monitoring

- Work with the CTL, Project Management Unit, and home office team in Washington, DC, to monitor the budget for project activities and staff level of effort in the country.
- Assist the technical departments with the financial monitoring of activities in the field according to established procedures and calendars, as needed.
- Contribute to the preparation of contractually required financial reports as needed, as well as any other financial reports required by Chemonics International.
- Upon financial audit, provide the support necessary to the auditors conducting the audit and assure the implementation of any audit-based recommendations.

Qualifications

- Fluency in written and spoken English required, local language skills desirable.
- Bachelor's degree in accounting, finance, or related field is required. Significant, directly related professional experience can substitute for education experience.
- At least two years of relevant experience in accounting and financial and procurement management, U.S. government projects preferred.
- Advanced computer skills in MS Office word processing and spreadsheets software required.
- Ability to prioritize work assignments and exercise professional judgment required.

Application Instructions

Please submit your application as soon as possible, as candidates will be contacted on a rolling basis until the position is filled. The application will close on **December 31, 2025**. No telephone inquiries, please. Finalists will be contacted. To apply, please submit a CV and application through this [link](https://app.smartsheet.com/b/form/019b05147cb47748a72ca2f426319810) (<https://app.smartsheet.com/b/form/019b05147cb47748a72ca2f426319810>).