



Position Title: **Account Assistant – Document Management (1 position)**

Reports to: Finance Officer

Employment Type: Full-time

Job Location: Dar es Salaam

Travel: Not required

Overall Job Function:

The Account Assistant - Document Management is responsible for filling, downloading and uploading of all financial documents in ICAP systems to ensure that documents are easily accessible for reconciliation and audits as well as storage per available rules and regulations. S/he will be responsible for daily downloads of all documents from ICAP system, index the documents and upload into the OnBase system (a system used by ICAP for documents storage and real time review of financial transactions). Furthermore, s/he will ensure the physical filing of all documents in designated areas and support location of documents during internal and external audits. S/he will also work with other departments including procurement, administration, and human resources to ensure supporting documents for payments have been uploaded into ICAP financial systems prior to processing of payments.

Specific Responsibilities and Duties:

- Ensure that finance documents (Payment Vouchers, Journal Vouchers, Vendor Management, FFRs, etc.) are stored in secured locations in both hard and electronic copies.
- Receive all finance documents from other departmental staff for filing. Proper monitoring and control the flow of documents to and from finance department.
- Follow-up with respective departmental staff for the hard copies to be submitted to finance department for filing.
- Extract the Journal Vouchers recorded to the accounting system (QuickBooks), attach relevant supporting documents and secure the relevant approvals before the month-end close.
- Ensure that the finance documents are complete, accurate and free from errors prior to uploading to electronic storage facility (OnBase)
- Upload softcopies of finance related documents to electronic storage facility (OnBase) on a daily basis
- Perform weekly and monthly reconciliation of documents recorded in the accounting system (QuickBooks) with OnBase ensuring that there are no missing receipts to electronic storage facility (OnBase).
- Perform any other tasks assigned by the supervisor.



Qualifications, Knowledge, and Skills:

- **Required Education:** Advanced Diploma or higher in accounting or finance
- **Required Work Experience:** Minimum 1 year relevant accounting experience
- Excellent knowledge of QuickBooks
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.