

## **Vacancy Announcement Financial Accountant for the Inter-American Tropical Tuna Commission (IATTC)**

The Inter-American Tropical Tuna Commission (IATTC) invites applications for the position of Senior Accountant. This is a full-time appointment based at the headquarters of this international intergovernmental organization, located in La Jolla, California, U.S.A.

The IATTC is the regional fisheries management organization responsible for the implementation of the [2003 Antigua Convention](#), the objective of which is to ensure the long-term conservation and sustainable use of the stocks of tunas and tuna-like species and other species of fish taken by vessels fishing for tunas and tuna like species in the eastern Pacific Ocean. More information about the IATTC can be found at [www.iattc.org](http://www.iattc.org).

The selected applicant will work within the IATTC Administration, Finance and Human Resource Division.

### **Functions and duties**

The selected applicant will lead and coordinate all accounts payable and accounts receivable functions performing diverse and specialized accounting work that necessitates strong work initiative and independence:

- Work with staff to create a high performance, service-oriented work environment that supports the Commission's mission, objectives, and expectations
- Excellent understanding of GAAP, internal controls and audit principles and practices
- Ensure proper authorization and documentation for disbursements
- Ensure proper expenditure coding allocations in accordance with established chart of accounts and grants
- Review and analyze balances to ensure accuracy of all subsidiary ledger accounts
- Reconcile and maintain subsidiary ledger accounts and other related transactions on a monthly basis
- Ensure timely payments and collection of open invoices
- Prepare a wide range of journal entries, including revenue recognition, reclassification and correcting entries
- Plan, manage and organize assigned month-end and year-end closing activities
- Assist with audit preparations
- Make accurate calculations
- Contribute recommendations for continuous process and system improvements
- Ability to understand complicated topics, apply critical thinking and judgment, and make informed recommendations

- Maintain a high level of professional ethic and integrity
- Detail oriented
- Proven ability to handle multiple projects simultaneously and meet deadlines
- Provide accurate and timely information and assistance to staff
- Perform other accounting duties as assigned

### **Selection Criteria**

- A bachelor's or higher degree in accounting, and 10+ years' experience.
- Exceptional social skills and being a team player are a must as well as working independently.
- Fluency in Spanish, written and oral, will be considered as an asset.
- Creativity to adapt current methods or develop new methods as required to solve problems.
- Excellent organizational and communication skills, both oral and written.

Other desired skills:

- Project management.
- Willingness to develop new skills and learn new responsibilities.

### **Salary and Allowances**

Commensurate with qualifications, skills, and experience. The base salary for an applicant with a bachelor's degree will be equivalent within an adjusted US Federal pay grade GS 10:01 (US \$76,261 per year), or higher based on experience and suitability for the position.

Allowances include annual leave with pay, sick leave with pay, medical, dental, life insurance and a defined contribution pension plan providing a base contribution of 8% plus a matching component of up to 4% for a total possible employer contribution of 12%.

### **Other incentives**

The IATTC offers a balanced and casual work environment in a modern facility at a very attractive location. The staff includes citizens from various countries who share a rich cultural diversity.

### **Availability**

The candidate chosen for the post should be available to report at IATTC headquarters on May 1, 2023 or as soon as possible thereafter.

## **Applications**

Applications may be submitted in either English or Spanish and should be sent no later than March 24, 2023, in electronic format to [tmusano@iattc.org](mailto:tmusano@iattc.org)

Applications should include the following:

- A cover letter containing a statement of purpose of the application and succinct descriptions of the applicant's experiences and abilities.
- Curriculum Vitae – preferably the applicant should fill, electronically or in hardcopy, the IATTC personal history form that can be accessed at <https://www.iattc.org/StaffVacancies/IATTCPersonalHistoryForm.pdf>
- Official copy of transcripts and college degree.
- List of training courses, special skills, certificates and licenses, honors, or awards that relate to the specific description of this announcement. Please do not include copies of certificates.
- Letters of reference from persons with a recent knowledge of the applicant's character, qualifications and experience.
- A statement as to whether the applicant's current supervisor may be contacted.

## **Additional Information**

Please consult the IATTC website at [www.iattc.org](http://www.iattc.org) to familiarize yourself with the organization and its mission.