

# **Bureau Administrative & Accounting Specialist**

## **JOB SUMMARY**

We are looking for a Bureau Administrative & Accounting Specialist, who will support daily administration and accounting responsibilities of the News bureaus located throughout RFE/RL's broadcast region. Expected scope of work is 25-30 hours a week.

## **RESPONSIBILITIES**

- Secures administration and maintenance of Bureau Time and Attendance in PeopleSoft, monitors timely monthly closures, addresses system issues and monitors vacation limits in line with local labor laws.
- Helps streamline administrative processes in the bureaus in coordination with members of Bureau Finance & Administration.
- Monitors and coordinates all new freelance applications in the bureau areas in coordination with members of Bureau Finance & Administration.
- Provides analytical support to Manager, Bureau Finance & Administration (including, but not limited to compiling and analyzing data to identify trends or issues, working with comparison charts using various databases).
- Serves as a back-up to the Bureau Accountant and to other's Bureau Finance & Administration duties as may be required.

## **MINIMUM QUALIFICATIONS**

### **Education:**

- Accounting & Finance, Business Administration or related field, Bachelor's Degree (Desirable)

### **Work experience:**

- 2-5 years of hands on accounting experience, preferably in an international environment (Mandatory)

### **Competencies:**

- Microsoft Excel proficiency (Mandatory)
- Familiarity with PeopleSoft or another finance database system (Desirable)
- Accuracy and detail orientation (Mandatory)
- Dependability and reliability (Mandatory)
- Customer service orientation (Mandatory)

### **Languages:**

- Proficiency in Czech and English (Mandatory)
- Knowledge of Russian or another broadcast region language considered a plus