ACCOUNTANT
Grade B3
Treasury Division, Budget and Finance Service, Executive Directorate

EXD/HRM/VAC(2001)038

The OECD is an international organisation based in Paris with a staff of around 2000. We are looking for an accountant to handle the deposit of receipts, disbursements and the reconciliation of bank movements and balances. This person will work under the direct supervision of the Head of the Treasury Unit in the Budget and Finance Service within the Executive Directorate.

The job...

1. Ensure the good running of the deposit of cheques in French francs and other currencies, i.e.:
   • identify payments;
   • calculate the exchange value in French francs using the daily exchange rate for foreign-currency cheques;
   • ensure that the appropriate accounts are properly credited and forward the supporting documents to the accounting staff.

2. Keep various bank accounts, in particular the OECD account with the local branch of the Société Générale, i.e.:
   • identify transactions made through the OECD's account with the local branch of the Société Générale, recover bank statements, enter them into the SAP system and verify entries;
   • reconcile accounting transactions in the SAP system with bank statements for the OECD's main account with the Société Générale;
   • adjust, post and keep account of exchange discrepancies regarding currency deliveries and transfers and bank charges;
   • forward the necessary adjustments to the accounting staff in charge of disbursements and receipts.

3. Keep the BNP 'Publications' account and the OECD's main account with the BNP:
   • post any transactions relating to these accounts,
   • conduct the necessary research by contacting the relevant accounting staff or, where appropriate, banks in order to identify transfers.

4. Verify debit advice from the Crédit du Nord relating to electronic payment instructions.

5. Monitor and verify:
   • the SAP R/3 payments cycle (transfers, cheques, currency deliveries),
   • foreign banks (incorporation of bank statements, verification of account details),
   • electronic transfer instructions to banks (including transfers abroad).

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6. Evaluate automatic entries relating to payments, receipts and gains/losses on currency operations in SAP and sub-systems to identify any irregularities and make them known to accounting staff.

_The person we are looking for should have…_

1. Post-secondary education, preferably including a BTS or DUT diploma in accounting and management, or equivalent experience.
2. Three years’ solid experience, preferably in accounting, with very good knowledge of bank reconciliation operations.
3. Sound knowledge of information technology and major accounting systems. Working knowledge of standard OECD software and the SAP system would be an advantage.
4. Client-oriented approach, team spirit, sense of responsibility and ability to work with very little supervision. Ability to adapt to different styles of management and work efficiently in a multicultural environment.
5. Excellent knowledge of and ability to draft in one of the two official languages of the Organisation (English and French) and very good practical knowledge of the other.

_N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly._

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)038 and be sent via our on-line application form on www.oecd.org/hrm by 24 May 2001.

_Only candidates selected for interview will be contacted._

_For more information on OECD and our recruitment, please see www.oecd.org_