The Mexico Centre of the Public Affairs and Communications Directorate of the OECD, an international organisation based in Paris with some 2000 staff with has offices in four other countries including Mexico is looking for an Administrative and Accounting Assistant to assist in the management of the OECD Mexico Centre’s budget, accounting and sales activities. The person will work under the supervision of the Head of the OECD Mexico Centre and the Centre’s Sales/Marketing and Editorial Manager of the Public Affairs and Communications Directorate (PAC). This position is located in Mexico City.

The job...

Under the supervision of the Head of the Centre:

1. Assist in the management of the OECD Mexico Centre budget and ensure efficient allocation of resources.

2. Act as the administrative assistant for the OECD Centre. Make sure that the bills of the Centre are paid in due time. Ensure that the necessary office equipment is available, ensure its efficient use of office supplies. Track and update office supplies inventories.

3. Register expenses and prepare budget reports for the signature of the Head of Centre. Provide PAC Central Management Unit and the OECD Budget and Finance Service with the necessary information of the budget situation of the Centre.

4. Assist the Centre staff in preparation of missions, time-keeping, and any other administrative tasks as needed.

Under the supervision of the Sales/Marketing and Editorial Manager:

1. Participate in the management of all accounting transactions of the Centre: deposit income from sales, prepare necessary payments, check that items are charged to the proper accounts, enter accounting transactions and ensure that they are always in compliance with the relevant internal rules (Staff Rules, Financial Rules and the Financial Regulations) and rectify any entries that have been charged to incorrect accounts.

2. Conduct monthly reconciliation of the accounts for which he/she is responsible, monitoring transactions and propose any steps necessary for regularisation and writing off.

3. Follow up on accounts receivable and any amounts due.
4. Keep proper and updated files of customers’ transactions that need to be followed up (credit sales, consignments, etc).

5. Update and maintain the customer database of the Centre.

6. Prepare the necessary monthly reports (sales, accounts payable, accounts receivable, etc).

7. Manage the stock of publications, including permanent status revision and prepare the necessary requests to the attention of the Centre’s Sales/Marketing and Editorial Manager to be sent to the Sales Management Unit at the Headquarters and the outsourcing of the Fulfillment Company.

8. Perform other duties related to accounting and administration as requested.

The person we are looking for should have...

1. A good secondary level of education or equivalent experience, preferably with two years of accounting or business administration.

2. Good knowledge of computer systems, and especially Microsoft Outlook, Excel, Word, and some experience in the usage of software related to invoicing, banking, general ledger, accounts payable, accounts receivable, purchases, etc.

3. A knowledge of the OECD and its publications and products will be an asset.

4. An ability to work fast with a minimum of supervision in an intensive and multitask environment. An ability to prioritise, meet deadlines and take necessary initiatives. A strong sense of responsibility and ethic. Tact and discretion. Accuracy, thoroughness and assiduity.

5. An ability to foster and maintain good working relations with colleagues at all levels.

6. An excellent knowledge of Spanish. A good knowledge of English. Some Knowledge of French would be an advantage.

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(2002)027 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 16th May 2002.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org