

# Mozambique Jobs Expertini®

## Treasurer

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Company: One Mission Society

Location: Mozambique

Category: other-general

This role is responsible for understanding and implementing mission policies and procedures with regard to finance.

### **Responsibilities**

Oversee the work of employed staff in the business offices

Provide advice and assistance with regard to data entry and reporting

Ensure all accounts are up-to-date, data is entered, and banks and cash boxes are balanced

Do the data entries if employees staff are not available

Serve as signatory on mission accounts and authorize wire transfers and salary payments online

### **Requirements**

Bachelors' degree with an emphasis in business, finance, or accounting

Experience in data entry

Proficiency with MS Office products (Word, Excel and Access)

Ability to type accurately with intermediate to advanced speed

Be able to analyze data and prepare budgets and financial reports from the director and field committee using internal modules and reports

This is a support-based position that involves raising financial support through ministry partners for salary and other expenses.

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