About CorpsAfrica:
Founded in 2011, CorpsAfrica provides the opportunity for Africans to be “Peace Corps Volunteers” in their own countries. CorpsAfrica Volunteers participate in a Pre-Service Training, where they are educated on Human Centered Design training as an approach to development and learn about the variety of work NGOs are doing in their country. Volunteers then move to high-poverty communities, where they facilitate meetings to help local people determine priority needs and implement projects that address those needs. The Volunteers are then expected to perform a comprehensive impact evaluation analysis to serve as a model for future CorpsAfrica Volunteers and their projects. CorpsAfrica aims to create a culture of public service within developing nations by giving participants the opportunity to apply their skills and energy toward helping their fellow citizens overcome extreme poverty. For more information on CorpsAfrica, please visit [www.corpsafrica.org](http://www.corpsafrica.org).

Overview of the Position:
The Bookkeeper is a full-time staff position with dual reporting to the Country Director and Deputy Country Director of CorpsAfrica/Maroc. He/She must be effective working independently as well as part of a team. He/She will also possess a demonstrated passion and commitment to ensuring compliance for reporting all financial and accounting procedures to donors.

Specific Responsibilities:
- Assisting in the preparation of financial statements at the end of each month. These include cash flow statement ensuring that donor reporting requirements are met.
- Ensuring that the accounting practices, classifications, and reporting adheres to compliance and regulatory standards. Ensure compliance with outside auditors and government regulators such as NGO Board.
- Timely production of monthly reports for both internal and external use.
- Responsible for strong financial oversight and management of budgets
- Posts data to various ledgers, registers, journals, and logs following established accounting techniques and procedures.
- Resolve accounting discrepancies and irregularities

Qualifications:
- A Bachelor’s degree and at least two years of experience
- Broad financial skills (including experience with budgeting, planning, and accounting) and a knack for staying on top of financial details, including the “boring nitty-gritty”
- Excellent speaking and writing skills are required; computer skills are a big plus
- Ability to solve problems as they arise.
- Fluency in English is required.

***Only applicants that possess the qualifications mentioned above will be considered.
To Apply:  Send CV and Cover letter to [morocco@corpsafrica.org](mailto:morocco@corpsafrica.org) by August 15, 2022