

**Position Announcement**  
**At the Moroccan-American Commission for Educational and Cultural Exchange (MACECE)**

**Accountant**

The Moroccan-American Commission for Educational and Cultural Exchange (MACECE), based in Rabat, is seeking to hire a dynamic, highly motivated individual to assume the role of Accountant. This position is primarily responsible for assisting the Finance/Accounting Officer in the daily activities of the Finance Office.

*The Organization:*

For 40 years, the Moroccan-American Commission for Educational and Cultural Exchange (MACECE) has been working to promote the spirit of traditional friendship between the peoples of Morocco and the United States of America by facilitating academic and cultural exchanges between American and Moroccan citizens. The binational Commission administers a wide range of research, study and teaching grants, chiefly within the context of the worldwide Fulbright Educational Exchange Program.

*The Program:*

The Fulbright Program is the flagship international exchange program sponsored by the US government, with the goal of increasing mutual understanding and promoting leadership development.

*Duties and Responsibilities:*

- Provide clerical assistance to the Finance and Accounting Officer
- Assist in preparation and maintenance of accounting documents and records, general ledger, bank deposits and other financial statements as directed by the Finance and Accounting Officer
- Support the preparation of the annual budget in collaboration with the Finance/Accounting Officer and Executive Director
- Perform routine clerical accounting duties for the Commission as needed including: keeping financial records updated, reconciling bank statements, processing business transactions with appropriate accounting software programs under the supervision of the Finance and Accounting Officer
- Support the annual audit and the preparation of documents for Moroccan and American government fiscal closures as required
- Keep all financial information and data secure with appropriate backups and strict confidentiality
- Other duties as assigned by the Finance and Accounting Officer

*Reporting Line:* This position reports directly to the Finance and Accounting Officer.

*Required Skills, Experience and Core Competencies:*

**Academic Background**

- At least Bac+3 in related field (accounting/finance)

**Professional experience**

- At least 1 year of proven work experience in finance/accounting role
- Familiarity with Synergy or similiar ERP is a plus

**Core competencies**

- Computer proficiency in MS Office, databases and basic accounting software
- Familiarity with bookkeeping and basic accounting
- Communication skills: written and spoken: English proficiency; Good level of written and spoken French is preferred; Working level of Moroccan Darija
- General understanding of Moroccan GAAP preferred
- Hands-on experience with spreadsheets and financial reports

**Managerial and behavioral competencies**

- Problem solving
- Quantitative aptitude
- Time and deadline management
- Attention to details, accuracy, and organization
- Interpersonal communication
- Responsiveness
- Teamwork
- Initiative
- Creativity
- Ethics, transparency, and confidentiality
- Open-mindedness and adaptability

**Other**

- Ability to work nights or weekends when required for events, preparation for fiscal close, audits, etc.
- Ability to learn new software quickly

**Qualified candidates: please submit a CV and cover letter (in English) to [h.elbastami@fulbright.ma](mailto:h.elbastami@fulbright.ma) no later than 5pm on November 30<sup>th</sup>.**