USAID | MALI
FROM THE AMERICAN PEOPLE

Memorandum

DATE: December 3, 2014

FROM: Debbie Jackson, Supervisory Executive Officer

SUBJECT: Vacant Position: USAID/Mali OFM Accounting Technician

TO: All Malian Citizens and Local Residents at the time of application.

OPEN PERIOD: **Monday, December 15, 2014 to Friday, January 2, 2015 (5:00 pm Bamako time)**

GRADE LEVEL: **FSN PSC-8 (FCFA 7,724,440 to FCFA 11,972,872)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

NUMBER OF POSITION: One (1) Vacancy

The U.S. Agency for International Development is seeking one individual as Accounting Technician for its Financial Management Office.

Basic Function of Position

This is a non-supervisory Accounting Technician position in the Controller's Office. The position has primary responsibility to maintain, review, analyze and record obligations, commitments and disbursements of the USAID/Mali operating expense (O.E.) activities. The incumbent is called on to provide expert accounting and funding advice to the Controller, Supervisory Financial Analyst, Supervisory Accountant and Voucher Examiners.

The incumbent manages and plays a primary role in developing the USAID/Mali annual and out-year operating expense budgets using computer based tools. He maintains a sophisticated computer application (EXCEL-based) to provide real-time status of funds recording and reporting of accounting activity internally and to USAID/Washington.

Major Duties and Responsibilities

H/she prepares and defends operating expense budget data for submission of the annual report and incremental funding from USAID/W. Using complex analytical tools, prepares estimates for execution-year and out-year budget requirements. Prepares standardized schedules for submission to USAID/Washington. Provides monthly OE Budget updates to the Controller and Mission Management.

Reviews procurement/grant requests and instruments (purchase requests, trip requests, etc.) to determine funding source and confirm funds availability in the Phoenix Financial Management System, and desktop based computer tracking system. Monitors operating expenses Representational Expenses to ensure maintenance of the account within ceilings.

Develops and records on a quarterly basis the accrued expenditures for Mission operating expense activities.

Performs a quarterly 1311 reviews (status of obligations/commitments) to ensure validity of obligations and commitment reservations.

Based on analysis of funding status, prepares journal vouchers for funding adjustments (upward/downward, de-obligation, de-reservation) and enters same in Phoenix upon approval.

Develops and maintains multiple computer software programs to facilitate and conduct computation of OE budgetary data.

Computes the annual ICASS cost distribution for operating expense activities, determines recovery costs for reimbursable charges and prepares appropriate documents to support entry to the Phoenix.

Maintains the USAID General Ledger on Non-Expendable Property for property in excess of $25,000 and prepares reports for annual submission to USAID/W.

Maintains current files for commitment reservations and obligations.

Prepares and periodically runs, Phoenix standard and customized reports on operating expenses.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. Malian citizens or local residents at the time of application;

2. Completion of secondary school and a recognized technical school in accounting or its equivalent is required. Additional formal training in payment verification procedures, accounting, auditing and/or bookkeeping is desired. Formal training on computerized financial applications is desirable.

3. Two years' experience in banking and finance with emphasis on budget analysis or accounting is required. One year of experience with an International Development Organization with progressively increased experience in accounting is desirable.

4. Level III proficiency in both written and spoken English and French is required. Incumbent must be able to explain complex reconciling problems to the Controller and routine communication with project/activity managers in English.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the position title.

Qualifications Required:

a. Education: Completion of secondary school and a recognized technical school in accounting or its equivalent is required. Additional formal training in payment verification procedures, accounting, auditing and/or bookkeeping is desired. Formal training on computerized financial applications is desirable. (20%)

b. Prior Work Experience: Two years' experience in banking and finance with emphasis on budget analysis or accounting is required. One year of experience with an International Development Organization with progressively increased experience in accounting is desirable. (25%)

c. Language Proficiency: Level III proficiency in both written and spoken English and French is required. Incumbent must be able to explain complex reconciling problems to the Controller and routine communication with project/activity managers in English. (15%)

d. Job Knowledge: Specific knowledge and understanding of professional accounting principles, theory and practice is required. Working knowledge of USAID accounting and reporting requirements is highly desirable. Knowledge of USAID payment and collection practices is highly desirable. (20%)

e. Skills and Abilities: Must have well developed analytical skills, computer skill and mathematical skills. Incumbent must be service oriented and possess good communication skills. (20%)

Maximum Evaluation Score 100 points

Position Elements

a. Supervision Received: Direct supervision from the Supervisory Accountant.

b. Supervision Exercised: None.

c. Available Guidelines: USAID Automated Directive System (ADS), Standardized Regulations, FSN Employees Handbook, FSC/Treasury guidance.

d. Exercise of Judgment: Use of personal and professional judgment is essential and routine in review and processing of funding documents and preparation of journal vouchers and reconciling items. Incumbent is relied on to make recommendations and decisions independently and to advise the Supervisory, Accountant, Supervisory Financial Analyst and Controller on areas of concern.

e. Authority to Make Commitments: None.

f. Nature, Level, and Purpose of Contacts: Principle contacts will be the USAID Controller's staff, FSCs, USAID and Embassy representations in Twinning countries, to obtain data and process obligation/commitment documents and process reconciling items.

g. Time Required to Perform Full Range of Duties after Entry into the Position: One (1) year.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site http://mali.usembassy.gov available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;

3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Accounting Technician position.

4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email addresses and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.

5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All incomplete applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

Detailed statement of duties and the qualification requirements for the position is available on the following websites: http://www.usaid.gov/mali/partnership-opportunities/local-vacancy or http://mali.usembassy.gov/job-opportunities.html

CLOSING DATE FOR THIS POSITION IS: January 2, 2015 at 5:00pm

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.