

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Examines, analyzes and recommends for payment a variety of difficult and complex vouchers, including claims against contracts, purchase orders, grants, cooperative agreements and complex travel vouchers. Makes independent judgment as to the accuracy and propriety of the voucher claim presented for payment; ensures that it conforms to the payment provisions set forth in the obligation or sub-obligation documents and that it complies with Host Country law and U.S. Government standard regulations. Rejects incomplete or invalid voucher claims and returns the documents to employee, grantee or contractors. Examination includes verification that sufficient funds have been obligated/sub-obligated in Phoenix. Ensures that the request for payment documents are valid and accurate; the expenditures presented for reimbursement are consistent with the terms and conditions as stated in the contracts or grants; and that they are adequately supported by proper and sufficient documentation. Ensures that travel and program advance requests are approved in accordance with Agency Cash Management Policy and the established standard operating procedures. Ensures that open advances or bills of collection are promptly recovered by application or offset against amount due to payee. Ensures that administrative approvals, justification and/or additional supporting documentation have been obtained prior to processing reclaimed expenses against previously suspended or disallowed amounts. Examines payments and prepares vouchers for recurring and other operating expense funded payments. Ensures that payments are eligible under current USAID guidance and made against valid obligations. Analyzes historical payment records of recurring expenses and coordinates with the Budget Analyst/OE Accountant to provide any necessary increments/adjustments in budgeted/obligated amounts. Ensures that all bills are paid on time and in full compliance with the requirements of the Prompt Payment Act. Assists vendors and Post Kampala Interagency sections and employees with the prompt resolution of payment problems and/or inquires. **(30%)**
2. Provides technical guidance and expert interpretation of applicable U.S.G. Payment regulations and procedures to DO team members, partners and host country institutions; corresponds with contractors, host government officials, vendors and employees both orally and in writing to provide guidance, to interpret the agency's voucher desk-auditing requirements, and/or request additional information regarding proposed payments, project technical procedures, interpretation of financial terms and condition of contracts, letters of commitment and agreement. Examples of technical assistance provided to mission staff and outside partners include: Advising CTO/Activity Managers when to start processing incremental funding for activities and Cooperative Agreements based on close monitoring of pipe and expenditure rates; Providing guidance on travel advances and liquidations; Responding to queries on travel Regulations, Per Diem rates, claims, allowances and other payment issues; and Providing guidance to Grantees on Financial Reporting Requirements, allowable travel expenses and reimbursement procedures. **(30%)**
3. As directed by the Supervisory Voucher Examiner, provides input, or otherwise participates in preparation of datacall packages for USAID/Washington, Mission management, etc. Supports the execution of OMB A-123 (Appendix A) audits, Government Management Reform Act (GMRA) audits by the Office of the Regional Inspector General (RIG), Improper Payment Information Act (IPIA), Federal Managers' Financial Integrity Act (FMFIA) reviews, audits of USAID/Uganda implementing partners, and similar activities. Such support could include transaction testing, assembling supporting documentation for selected samples, or participating in field work. The incumbent also participates in post-award conferences and pre-award surveys of potential USAID Implementing Partners. He/she assists OFM in complying with all applicable USG and USAID payment rules and regulations, including Prompt Pay Act. **(15%)**
4. Establishes and maintains contract and institutional payment files. Establishes and maintains a work file of obligation/sub-obligation documents and subsequent amendments, computation and analysis of work papers of incurred costs and fees, advance records and other related correspondences. This includes contract/grant briefings, disbursement histories, and other supporting documentation used during the payment review and examination process. Provides guidance to contractors and grantees on current status of payments and exchange rate conversions, USAID internal requirements, and terms and conditions of the agreement or grant. **(10%)**
5. Reviews internal controls over the payment process on a continuous basis in order to avoid duplicative or improper payments and/or payments in excess of immediate cash needs of those implementing partners eligible for Treasury cash advances. Determines correct amounts payable under USAID financed contracts as they relate to direct versus indirect costs, final versus provisional overhead rates and overhead bases and methods of application. Reviews and analyzes Certified Fiscal reports submitted by implementing institutions, ensuring that budget levels/limitations are fully met and that cumulative expense amounts reported are reconciled to the Mission's accounting data base. **(10%)**
6. Performs other duties as assigned by the SVE, Controller or his/her designate. **(5%)**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A University degree in accounting, auditing, business administration or a related field is required.

b. Prior Work Experience:

A minimum of 4 years of progressively responsible experience in voucher examination/accounts payables, accounting/auditing or related budget and fiscal work is required.

c. Post Entry Training:

Specialized training in USAID's official computerized accounting and control system (Phoenix), voucher tracking and payment system, American employees' time and attendance online reporting system (webTA) and new AID worldwide automated travel system (E2). Centrally organized training courses on USAID payment processing and travel voucher examination, internal controls, and financial analysis.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Good working knowledge of the written and spoken English language (Level 3) is required.

e. Job Knowledge:

General familiarity with USG accounting principles and concepts, financial management and reporting procedures. Complete familiarity with relevant US government (ADS, OMB, GAO and Treasury Manuals) policies and regulations and the Federal Procurement Regulations. A thorough knowledge is required of applicable sections of the Foreign Affairs Manual, OMB and Treasury regulations, Government Accountability Office Decisions, Travel and Transportation Guides, Standardized Regulations, etc.

f. Skills and Abilities:

Excellent computer skills are required. Ability to comprehend and logically, accurately and properly apply the voucher examination process and various and detailed technical program regulations, terms, and conditions as exist in USAID technical programs. Must have tact and ability to explain clearly and convincingly the rationales for payment disallowances. Must have demonstrable analytical and decision-making abilities. Ability to work under limited supervision, and to organize and prioritize work schedules is also critical. Incumbent must also be able to undertake a critical review of vouchers, applying technical skills together with existing general rules and regulations to each and every voucher submitted for payment and liquidation. Excellent interpersonal and customer service skills are also required.

16. POSITION ELEMENTS

a. Supervision Received:

Under direct supervision of the Supervisory Voucher Examiner. Incumbent must be able to perform assigned tasks independently within established rules and procedures and capable of carrying out routine assignments with minimum supervision. Receives guidance from Controller or Chief Accountant regarding interpretation and application of specific regulation and in resolving difficult/unusual problems that may arise.

b. Supervision Exercised:

None

c. Available Guidelines:

Foreign Affairs Manual, USAID Handbooks, Automated Directory System (ADS), Foreign Affairs Handbook, Federal Travel Regulation, OMB circulars, Treasury manuals and Federal Procurement Regulations, etc.

d. Exercise of Judgment:

Considerable independence and exercise of judgment is required in the determination of allowable costs and amounts being recommended for payment certification on a variety of voucher payment types.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

Daily contacts with USAID (FSN, USPSC, USDH) staff, DO team staff, US Embassy FMC staff, Implementing Partners' personnel and host government officials to provide guidance and/or resolve issues and concerns relating to: payments and status of claims; USG Financial Reporting Requirements; allowable expenses and reimbursement procedures as documented in the original obligating document; federal travel regulations, Per Diem rates, other employee benefits and allowances, etc.

g. Time Required to Perform Full Range of Duties after entry into the Position:

Six months.