



ACCOUNTING TECHNICIAN (TEMPORARY)

The U.S. Embassy in Canberra is seeking an individual for the position of Accounting Technician (Temporary) in the Financial Management Center.

Salary: \$57,421 p.a.

Hours: Full-time, 40hrs/week.

Length of Hire: Appointment not to exceed December 3, 2013.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Year 12 (Higher School Certificate/High School Diploma) is required.
2. Two years of experience of clerical accounts maintenance or closely related accounting clerical work is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. Must have the ability to acquire good working knowledge of US Government regulations relating to financial management.
5. Good organization and communication skills are required.
6. Good computer skills are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by **October 26, 2012**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

**POSITION TITLE: ACCOUNTING TECHNICIAN
(TEMPORARY)**

**POSITION GRADE LE-6
(STARTING SALARY A\$57,421)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Under the direction of the Accounting Unit Supervisor incumbent assists in the maintenance of accounting records for all post held allotments. Responsible for the Verification and processing of all post held allotment accounting data into the Momentum Financial Management System. Also responsible for verifying and assigning correct fiscal data to post held allotment vouchers prior to completion by the FMC voucher unit. Responsible for correcting daily PLUTR reports from COAST, processing journal vouchers where needed and other work incident to the maintenance of all post held accounts. Under supervision received from Accounting Unit Supervisor, incumbent acts as primary back-up to the FMA responsible to Papua New Guinea accounts during his/her absence or when required.

Major Duties and Responsibilities

The incumbent with oversight and direction provided by the Accounting Unit Supervisor, will be responsible for the day-to-day maintenance of all post held allotment which include State-Program, State-ICASS, Public Affairs, DS Security, OBO, FAS, FCS, Representation, MRV program, DAO, Suspense Account and 7 State Department allotments of PNG.

Establishing and obligating of fiscal data 30%

Incumbent will maintain allotment accounting by ensuring that correct fiscal data covering obligations for all types of expenditures/adjustments is entered into Momentum Financial System against the appropriate allotment of funds on a timely basis.

Verify daily PLUTR reports from COAST ensuring that obligations are valid and that accounting reports reflect only valid obligations.

Maintain records and keep track of amounts both LCU (local currency) and USD expended against amounts authorized.

Liaise with other sections to reconcile status of expenses e.g. GSO expenses against FMS's records per instructions by FMAs or when required.

Maintain records of mission STL properties and payments.

Prepare and process all purchase orders, travel orders, BPAs, personnel actions, grants and other obligation documents ensuring all appropriate signatures are obtained from appropriate approving officers and send copies of documents to FMSs and sections/persons involved.

Maintain and monitor the ILMS procurement system processing procurement requests and obligating these requests after FMO approval has been received.

Reconcile purchase card statements and provide fiscal data for accounts payments.

Verification and preparation of accounting data 30%

Incumbent will verify and assign correct fiscal data and ensure sufficient funds on invoices received after approval from appropriate FMAs responsible for each allotment charged prior to completion by the voucher unit.

Verify, reconcile accounts to ensure accuracy, apply current fiscal data, and obtain approval from FMAs for cashier voucher payments prior to distributing to voucher unit for processing.

Contact and liaise with cashiers in Canberra and constituent posts, including PNG for discrepancies and inconsistency in vouchers received prior to finalize voucher as complete and correct for processing by voucher unit. Notify and inform cashiers of changes of fiscal data when necessary.

Account support duties to FMAs 30%

With direction from the Accounting Unit Supervisor, incumbent will make corrections when verified and requested by the responsible FMAs in a timely manner.

Make corrections requiring journal vouchers in the process of maintaining allotment accounting to ensure that obligations are valid and also ensure that the funds status being reported reflects only valid obligations for all post held allotments, including PNG.

Make adjustments and corrections to obligations when needed.

Print and dispatch mid-month and month-end reports when requested.

Other back-up and support duties 10%

In the absence of FMA responsible for PNG allotments

- Perform day-to-day transactions and other accounting tasks received from PNG
- Respond to queries on accounting matters received from PNG

- Liaise with B&F sections in PNG under the guidance from other supporting FMAs when appropriate.

In the absence of principal cashier

- Perform full range of cashier duties as Alternate Class B Cashier

Other Miscellaneous clerical duties

- Photocopy obligation documents
- Pouches to constituent posts
- Filing

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

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2. Two years of experience of clerical accounts maintenance or closely related accounting clerical work is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
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6. Good computer skills are required.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

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

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS OCTOBER 26, 2012

The U.S. Mission in Australia 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.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the

U.S. Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References