



ACCOUNTING TECHNICIAN

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

Salary: A\$57,421 p.a.
Hours: Full time 40hours/week

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

1. Completion of secondary school (Year 12) is required.
2. Two years experience of clerical accounts maintenance with at least one year of experience in accounting or bookkeeping work is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. The ability to acquire a good working knowledge of the Indirect Tax Reimbursement Scheme which covers the goods and services tax (GST), the Wine Equalization (WET), and the Luxury Car Tax (LCT) is required.
5. The ability to acquire a good working knowledge of pertinent State Department laws and other agency regulations and procedures relating to accounting and financial management is required.
6. High level computer skills and familiarity with Microsoft Office Suite is 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 C.O.B **JULY 29, 2011**.

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

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

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Incumbent is responsible for the processing of official and personal claims for the refund of GST, excise duty and WET from the Australian Taxation Office. Position is also responsible for the review and the monthly reconciliation of all US Government credit cards under the Embassy Purchase Card Program. With direction from the Accounting Unit Supervisor and OBO/ICASS FMA, incumbent provides support to the FMC Financial Management Analysts by entering financial data into the SPFMS/M Financial Management System and ensuring that financial supporting documentation is in order.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

GST related duties 40%

Position is the Mission point of contact for all matters relating to claims for the refund of the GST, Excise and WET levied on goods and services for both official and personal purchases. Provides guidance and assistance regarding policy and procedures. Researches enquiries from employees in relation to allowable claims and provides clear and accurate responses. Follows up outstanding claims and ensures an adequate explanation is provided for rejected claims. Processes refunds for official claims into official accounting fund cites. Ensures that refunds for personal claims are processed in a timely manner. Maintains accurate files to comply with OIG and ATO requirements.

Purchase Card 30%

Incumbent is responsible for the review and the monthly reconciliation of all US Government credit cards under the Mission purchase cards program. Position holder is required to review each invoice to ensure that it appears on the credit card statement and is also recorded in the cardholder's log. Ensures that the cardholder's log balances with the card statement and that the statement is approved by the post approving officer. Invoices which require a claim for GST refund are removed and submitted with the monthly claim to the ATO. Job holder ensures that the fiscal data on the cardholder's log is accurate and that it has been used in accordance with the

Purchase Card Program SOP. Job holder verifies that sufficient funds are obligated for the procurements and ensures that the Citibank statement is paid before due date.

Accounting Technician 25%

Job holder provides assistance in maintaining allotment accounting records by ensuring that correct fiscal data covering obligations for all types of expenditures/adjustments is entered into SPFMS/M Financial Management System against the appropriate allotment of funds. Prepares and processes all purchase orders, travel orders, BPAs, personnel actions, grants and other obligating documents ensuring all appropriate signatures are obtained from appropriate approving officers and send copies to FMAs and sections/persons involved. Processes journal vouchers where necessary to make corrections to the accounting records.

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

Cashiering 5%

Acts as alternate Class B cashier in the absence of permanent Class B cashier

Selection Criteria

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

1. Completion of secondary school (Year 12) is required.
2. Two years experience of clerical accounts maintenance with at least one year of experience in accounting or bookkeeping work is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. The ability to acquire a good working knowledge of the Indirect Tax Reimbursement Scheme which covers the goods and services tax (GST), the Wine Equalization (WET), and the Luxury Car Tax (LCT) is required.
5. The ability to acquire a good working knowledge of pertinent State Department laws and other agency regulations and procedures relating to accounting and financial management is required.
6. High level computer skills and familiarity with Microsoft Office Suite is 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 C.O.B JULY 29, 2011

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