



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 14 - 054**

**OPEN TO:** All Bangladeshi Interested Qualified Candidates

**POSITION:** Senior Accountant, FSN-11  
(Salary approx. Tk. 169,000 per month)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade  
(Lower than the position grade.)**

**OPENING DATE:** September 24, 2014

**CLOSING DATE:** October 19, 2014

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Senior Accountant in the Office of Financial Management (OFM).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The incumbent serves as the Senior Accountant and leads the accounting unit. He/she performs professional duties of a broad scope including complex and unusual financial activities involving planning, design, analysis, and evaluation coordinating these specialized accounting functions within the overall accounting environment. The incumbent is responsible for discharging the day-to-day accounting functions of the OFM including installation and maintenance of adequate financial management systems for accounting, cash management, disbursement, and financial reporting for the Mission. The incumbent ensures that the funds control, accounting, payments, account receivable, asset management and reporting functions of the Office of Financial Management (OFM) are carried out in a timely manner and in compliance with USAID financial policies and procedures. The incumbent oversees, or personally conducts when warranted, the analysis, evaluation and coordination of all accounting matters relating to the Mission's portfolio of projects managed through contracts, grants and cooperative agreements according to the financing arrangements. Regularly reviews, evaluates, and when necessary, modifies internal policies, procedures and regulations to conform to ongoing updates of Federal and Agency policies. Ensures the maintenance of adequate accounting and reporting systems. Continually seeks to improve and update accounting procedures and reporting systems to achieve efficiency. The incumbent supervises an Accountant and an Accounting Technician.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

The incumbent will perform following tasks:

### **A.**

Oversee the day-to-day accounting functions for USAID/Bangladesh. Provide necessary guidance, advice and assistance to Accounting and Mission staff regarding the Agency's accounting policies and procedures.

a. Maintain an effective funds control system for both OE and program funded actions including ensuring compliance with internal controls and accounting principles. Oversee the flow of transactions, documentation, and authorities prior to posting the accounting information within the USAID Federal accounting structure, including allowances, commitments, obligations and payments. Provide guidance to mission staff on accounting policies procedures and the de-obligation / re-obligation processes. Forecasts or reviews forecasts of obligations, sub-obligations, and other related items through analysis and projection of pertinent statistical and cost factor data.



Ensure accounting transactions are fully supported by required documentation for audit purposes.

b. Oversee processing and clearance of program and OE funded financial transactions and related activities and, when necessary, personally carries out those actions which include: preparing and or supervision or reviewing, clearing and recording of funds citations: recording commitments and obligations based on supporting documents, e.g. MAARDs, Implementation Letters (ILAs), Purchase Orders, travel authorizations, lease and utility payments, etc. Prepare or supervise preparation of both operating expense and project budgets and monitors their execution.

c. Provide support necessary for the Program Office to formulate the annual program support budget.

d. Periodically forecast the Mission's annual OE and program operating costs by each technical and support office taking into account the Annual and projected Operating Years Budgets and staffing projections, training plans, NXP procurement plans, entitlement travel, International Cooperative Administrative Support Services (ICASS), etc. Periodically analyze accounting data, prepare reports showing trends (favorable/unfavorable) or deviations from approved budgets/plans, and make recommendations/suggestions addressing deviations – thereby assisting or contributing to the Mission decision and policy-making process.

e. Review the ICASS workload counts and target/mid-year budgets for reasonableness and suggest appropriate actions to correct any discrepancies or excess billing. Recommend to the Chief Accountant innovative mechanisms that could effectively result in savings or optimum utilization of USAID funds. In coordination with the EXO, supports ICASS by reviewing Mission and targets/mid-year budgets for reasonableness and suggests appropriate actions to correct any discrepancies or excess billings. Periodically reviews ICASS billings and procedures to ensure that ICASS billings are consistent with the service subscriptions and ICASS policies and procedures for billings and charges to USAID.

f. Prepare Section 1311 reviews of unliquidated obligations worksheet and together with the Financial Analysts ensure validity of obligated funds for certification by the Controller, and review/clear any proposed de-obligation



actions for accuracy. Follow-up and ensure all actions initiated during 1311 reviews are initiated, documentation approved and action is recorded in Phoenix as required.

g. Supervise the monthly, quarterly, semi-annual, annual, and ad hoc financial reporting exercises. Ensure that all appropriated funds – OE and Program – are properly accounted for, that fund balances are reconciled with the US Treasury and US Disbursing Offices, and that reconciling items, if any, are kept at manageable level. Perform all reconciliation actions, primarily using CART and prepared detailed plans and oversee actions outstanding reconciling items and advances until cleared and/or liquidated. Take immediate action to correct any discrepancies and/or advise USAID/Washington to adjust/update their records. Ensure that financial data reports are accurate prepared and submitted to USAID/W on time and in accordance with instructions.

h. Ensure the bi-weekly payroll is posted for OE and program funded FSN and ensure that payroll data is posted within 5 days after receiving a report from USDO. Advise the Chief Accountant regarding the status of funds available for OE and program funded payroll expenses and notify Chief Accountant immediately when funds must be obligated.

i. Conduct a constant review and evaluation of internal accounting and control procedures, providing technical guidance to Mission personnel on professional accounting requirements. This involves analysis of accounting data, prepare reports showing trends and deviations from approved budgets/plans, and make recommendations/suggestions addressing deviations – thereby assisting or contributing to the Mission decision and policy-making process.

j. Serve as the alternate Subject Matter Expert for Phoenix and provide Phoenix trouble shooting for all OFM staff as required.

k. Analyzes new and revised procedures issued by AID/W, or Mission Management which affect the overall accounting and financial reporting systems of the mission.

l. Prepare the quarterly pipeline reports.



m. Record OE and program funded accruals in Phoenix in accordance with the deadline prescribed by the Agency.

n. Oversee the fiscal monthly, quarterly, and annual closures; and proper, timely and accurate reporting of cut-off financial information and data reports to Mission Management, the Bureau, and USAID/W daily contact with USAID personnel in all offices/divisions, GOB implementing agencies officials, project contractor personnel and local vendors supplying projects.

o. In connection with area(s) of accounting responsibility, consult with host country officials to explain U.S. Government and USAID fiscal procedures and requirements affecting host country activities,; provide assistance and guidance to host country institutions regarding accounting and fiscal reporting requirements of projects; supply and interpret fiscal data from Mission records when necessary; train host country participation institutions' financial management staff in those required accounting systems and procedures.

**B.**

1. As the Senior Accountant, serve as the alter ego and backup to the Chief Accountant and together with the Chief Accountant coordinate the workload distribution, assignments and tasks, provide and/or recommend training on new systems or cross training, for the Accounting Section. Oversee the Accounts Payable and Budget Units in the capacity as Acting Chief Accountant.

2. Supervise an FSN-10 Accountant and indirectly supervises an FSN-08 Accounting Technician.

a. Oversees, plans, and directs the workload of the accounting unit to complete the duties and responsibilities detailed in no. 1 above.

b. Provides guidance to and coaches staff as necessary to accomplish the duties and responsibilities detailed in no. 1 above.

c. Monitors and evaluates performance and prepares work objectives and mid-cycle and final Performance Evaluation Reports for each staff member supervised.

d. Approves overtime and leave schedules for staff.

The Senior Accountant performs other duties as assigned or required.



The incumbent is responsible for operating USAID information systems and information security to a level of “Separation of Duties”, “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

**Separation of Duties** - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

**Individual Accountability** - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

**Need to Know** - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

**1. Education:** University degree in accounting, finance, or business administration is required. Chartered Accountant (CA) certification with public accounting experience is highly desirable. *(You must attach a copy of your certificate along with your application form.)*

**15 points**

**2. Prior Work Experience:** Five to seven years of progressive responsible experience in public or private accounting. At least two years at a senior or similar responsible position as an accountant or auditor with a public or private organization required. At least one year of experience with a donor organization or international organization is required.

At least one year of previous supervisory experience is required.

**35 points**



- 3. Knowledge:** Thorough knowledge of generally accepted accounting principles, theories, practices, and terminology as well as the principles and accepted procedures of US and host country governmental and business financial accounting, budgeting, and reporting is required. General knowledge of the Government of Bangladesh (GOB) and state level planning and budgetary procedures. A thorough knowledge of understanding of professional accounting principles, theories, practices and terminology. Familiarity with accounting policy, procedural and reporting requirements, relevant USG (GAO, OMB, and Treasury) policies and regulations; contracting regulations; requirements and conventions.

**25 points**

- 4. Skills and Abilities:** Must possess high analytical skills. Must be able to compile a present a great deal of detailed information in a concise and fully professional manner. Must be capable of supervising other accountants and accounting technicians and to direct and coordinate the various elements of a complex accounting operation. Must have ability to apply sound independent judgment in addressing financial problems. Good management and communications skills. Excellent interpersonal skills – to enable incumbent to maintain effective working relationships with various customers/clients and to explain requirements, practices, policies, and procedures. Demonstrated analytical, supervisory and decision-making abilities and skills to effectively carryout assigned duties. The ability to understand the capabilities and limitations of the Phoenix accounting system and to provide effective advice to Project officers and other concerned individuals. Initiative and resourcefulness to identify and evaluate accounting policies and practices requiring correction and/or modification, and to formulate effective recommendations.

**25 points**

**ADDITIONAL SELECTION CRITERIA:**

**Language Proficiency:** Level IV English and Bangla skills are required. A high fluency is required in both written and spoken English. Incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members. English language proficiency will be tested.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.



**NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.**

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.

The candidate must be able to obtain and hold a security clearance.

### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

### **TO APPLY:**

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)

**All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**



One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

**SUBMIT APPLICATION TO:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

*The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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.*