



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 078 - 2010

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

POSITION: **Accountant, FSN-430-10**
(Salary Tk. 82,000 per month)

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

OPENING DATE: **October 7, 2010**

CLOSING DATE: **October 28 2010**

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 **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:

Performs professional accounting duties of moderate scope and complexity in planning, designing, analyzing, evaluating, and coordinating assigned segment(s) or specialized accounting functions relating to the overall accounting system for USAID/Bangladesh. Also performs financial analysis work in their specific area of responsibility. The incumbent is responsible for performing accounting functions including installation and maintenance of adequate financial management systems for accounting, cash management, disbursing, and financial reporting for Mission. The incumbent is responsible for funds control and accounting for USAID program and OE funds and for reporting and reconciliation functions of the OFM in compliance with USAID financial policies and procedures in a timely manner.

The incumbent will supervise the Accounting Technician and will also serve as backup to the Accounting Unit Supervisory Accountant and the Accounting Technician during their absences from duty.

MAJOR DUTIES AND RESPONSIBILITIES:

Accounts for USAID/Bangladesh program and OE funds in accordance with USAID policies and procedures and Mission policies and procedures.

- a. Maintains an effective funds control system for both OE and program funded actions including ensuring compliance with internal controls and accounting principles. Ensures the flow of transactions, documentation, and authorities are met 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 and procedures and the de-obligation/re-obligation processes. Ensures accounting transactions are fully supported by required documentation for audit purposes.
- b. Processes and clears program and OE funded financial transactions and related activities which includes: reviewing, clearing and recording funds citations; recording commitments and obligations based on supporting documents, e.g. MAARDS, Implementation Letters (ILs), Purchase Orders, travel authorizations, lease and utility payments, etc.
- c. Responsible for studying the existing technical program budget, accounting and reporting systems, identifying technical areas or processes which could be made simpler or improved, and devising proposed new and more effective



technical methods of operating such systems for the more effective accomplishment of accounting objectives.

- d. Provide Program Office support necessary for Program Office to formulate the program support budget annually by providing necessary expenditure information by fund account
- e. Assists with forecasting 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, ICASS, etc.
- f. Assists with reviews the ICASS workload counts and target/mid-year budgets for reasonableness and suggest appropriate actions to correct any discrepancies or excess billing. Recommends to the Supvy. 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.
- g. Assists with preparing the the monthly, quarterly, semi-annual, and annual and ad hoc financial reports and reconciliations primarily using the Agency's supported reconciliation system known as CART. Ensures 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 on outstanding reconciling items and advances until cleared and/or liquidated.
- h. Together with Accounting Technician take immediate action to correct any discrepancies and/or advise USAID/Washington to adjust/update their records. Ensure that financial data are accurately posted and reported on a quarterly basis, and/ or other system as required.
- i. Assists with 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.
- j. Assists in preparing the quarterly Pipeline Reports.



k. Prepares all 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, GOE implementing agencies officials, project contractor personnel and local vendors supplying projects. Contacts relate to funds status of various project activities; e.g. amounts obligated/earmarked/committed, payments made, and processing status of project accounting transaction to USAID/Washington.

l. Undertakes closeout actions.

m. As the Accountant, Serves as the alter ego and backup to the Supervisory Accountant and together with the Supervisory Accountant, coordinates the workload distribution, assignments and tasks, provides and/or recommends training on new systems or cross training, etc. for the Accounting Section. Supervises the Accounting Technician.

Performs other duties as assigned within the OFM on an as needed basis.

Serves as the backup for the Supervisory Accountant and Accounting Technician when necessary due to their periodic absences from duty.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** University degree in Accounting, Finance or Business Administration is required. Chartered Accountant (CA) highly desirable. *(You must attach a copy of your certificate along with your application form.) 15 points*
- 2. Language Proficiency:** Level IV (Fluent) in English and Bangla (written and oral) is required. English language proficiency will be tested at the time of selection. **15 points**
- 3. Prior Work Experience:** Four to six years of progressively responsible experience in professional accounting and/or auditing required. At least one year as accountant or auditor in a public or private organization required. At least one year of experience with a donor organization or international organization is required. **30 points**



4. **Knowledge:** Thorough knowledge of generally accepted accounting principles and practices. General knowledge of the Government of Bangladesh (GOB) and state level planning and budgetary procedures. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. **15 points**
5. **Skills and Abilities:** Must possess good analytical skills. Must have ability to apply sound independent judgment in addressing financial problems and to make decisions. Must have good self -management skills. Excellent interpersonal skills – to enable incumbent to maintain effective working relationships with various customers/clients and to effectively communicate with non-accounting personnel and to explain requirements, practices, policies and suggested solutions. Initiative and resourcefulness to identify and evaluate accounting policies and practices requiring correction and/or modification, and to formulate effective recommendations. Must be able to analyze accounting processes and identify practices and procedures which require correction or modifications and to formulate recommendations regarding technical offices accounts. Finally, the incumbent must be able to communicate effectively with non-accounting personnel in explaining accounting requirements. Must have supervisory skills. **25 points**

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 written examinations and oral interviews. The probationary period for this position is **one year**.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., 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. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

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

Form DS-174, “Application for Employment as a Locally Employed Staff or Family Member”. **This 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.

Blank application forms are available at the South barrier of U.S. Embassy, Dhaka (near the Vatican Embassy) and at U.S. Embassy website at: Dhaka.usembassy.gov. In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

All Bangladeshi applicants must complete application forms & 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 educational or trade school certificate.**

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.



SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

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. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.