



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

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 079 - 2010**

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

**POSITION:** **Supervisory Accountant, FSN-430-11**  
(Salary Tk. 115,000 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 **Supervisory 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 Supervisory Accountant and head of the Accounting Unit. Performs professional accounting duties of broad scope and unusual complexity in planning, designing, analyzing, evaluating, and coordinating the specialized accounting functions of one or more major segment(s) of the overall accounting system. 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, disbursing, and financial reporting for Mission. The incumbent ensures that the funds control, accounting, payments, accounts receivable, asset management and reporting functions of the 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:**

**A.** Oversees the day-to-day accounting functions for USAID/Bangladesh. Provides necessary guidance, advice and assistance to Accounting and Mission staff regarding the Agency's accounting 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. Oversees 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 and 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. Ensures accounting transactions are fully supported by required documentation for audit purposes.



- b. Oversees processing and clearance of program and OE funded financial transactions and related activities and, when necessary, personally carries out these 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 (ILs), Purchase Orders, travel authorizations, lease and utility payments, etc. Prepares or supervises preparation of both operating expense and project budgets and monitors their execution.
- c. Provides support necessary for the Program Office to formulate the annual program support budget.
- d. Periodically forecasts 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. Periodically analyzes accounting data, prepare reports showing trends (favorable/unfavorable) or deviations from approved budgets/plans, and makes recommendations/suggestions addressing deviations—thereby assisting or contributing to the Mission decision and policy-making process.
- e. Reviews the ICASS workload counts and target/mid-year budgets for reasonableness and suggests appropriate actions to correct any discrepancies or excess billing. Recommends 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 bill and procedures to ensure that ICASS bill are consistent with the service subscriptions and ICASS policies and procedures for bill and charges to USAID.
- f. Prepares Section 1311 reviews of unliquidated obligations worksheet and together with the Financial Analysts ensures validity of obligated funds for certification by the Controller, and reviews/clears any proposed de-obligation actions for accuracy. Follows-up and ensures all actions initiated during 1311 reviews are initiated, documentation approved and action is recorded in Phoenix as required.
- g. Supervises the monthly, quarterly, semi-annual, and annual and ad hoc financial reporting exercises. 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. Performs all reconciliation actions, primarily



using CART and prepared detailed plans and oversee actions on 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 accurately prepared and submitted to USAID/W on time and in accordance with instructions.

h. Ensures the bi-weekly payroll is posted for OE and program funded FSNs and ensures that payroll data is posted within 5 days after receiving a report from the USDO. Advises the Chief Accountant regarding the status of funds available for OE and program funded payroll expenses and notifies the Chief Accountant immediately when funds must be obligated.

i. Conducts a constant review and evaluation of internal accounting and control procedures, providing technical guidance to Mission personnel on professional accounting requirements. Analyzes accounting data, prepares reports showing trends or deviations from approved budgets/plans, and makes recommendations/suggestions addressing deviations—thereby assisting or contributing to the Mission decision and policy-making process.

j. Serves as alternate Subject Matter Expert for Phoenix and provides 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. Prepares the quarterly Pipeline Reports.

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

n. Oversees 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, consults with host country officials to explain US Government and USAID fiscal procedures and requirements affecting host country activities; provides assistance and guidance to host country institutions regarding accounting and fiscal reporting requirements of projects; supplies and interprets fiscal data from



Mission records when necessary; trains host country participating institutions' Financial management staff in those required accounting systems and procedures.

**B.**

1. As the Senior Accountant, serves as the alter ego and backup to the Chief Accountant and together with the Chief Accountant coordinates the workload distribution, assignments and tasks, provides and/or recommends training on new systems or cross training, etc. for the Accounting Section. Oversees the Accounts Payable and Budget Units in the capacity as Acting Chief Accountant.

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

a. Oversees, plans and directs the workload of the Unit to accomplish 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.



## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

- 1. Education:** University degree in Accounting, Finance or Business Administration is required. Chartered Accountant (CA) with public accounting experience 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:** Five to seven years of progressively responsible experience in public or private accounting. At least two years at a senior or responsible position 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. At least one year of previous supervisory experience required. **30 points**
- 4. 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 and understanding of professional accounting principles, theories, practices and terminology. Complete familiarity with AID accounting policy, and procedural and reporting requirements. General familiarity with other relevant USG (GAO, OMB, and Treasury) policies and regulations; contracting regulations; and Phoenix procedures, requirements and conventions. **15 points**
- 5. Skills and Abilities:** Must possess high analytical skills. Must be able to compile and 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 communication 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 carry out 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. Excellent interpersonal skills to effectively communicate with non-accounting personnel and to explain requirements, practices, policies and potentials. Must be able to analyze accounting processes and identify practices and procedures which require correction or modifications. Must be able to formulate recommendations regarding technical offices accounts. **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](http://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.***