

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Gaborone, Botswana	2. AGENCY CDC	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.  Yes  No

**4. REASON FOR SUBMISSION**

a. Redescription of duties: This position replaces

Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Financial Chief BOTUSA			
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
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_____ Typed Name and Signature of Employee      Date(mm-dd-yyyy)	_____ Typed Name and Signature of Supervisor      Date(mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  _____ Typed Name and Signature of Section Chief or Agency Head      Date(mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Typed Name and Signature of Admin or Human Resources Officer      Date(mm-dd-yyyy)
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**13. BASIC FUNCTION OF POSITION**

This position is located at the CDC-Botswana head office in Gaborone. The position serves as the Chief Financial Officer and principal FSN assistant and advisor to the Associate Director for Operations on all financial management aspects of CDC's internal management, as well as technical program activities, including financial analysis. This position is responsible for managing all CDC accounting, budgeting, payment services, financial reporting and fiscal management. CDC-Botswana has a budget of \$61 million a year.

**14. MAJOR DUTIES AND RESPONSIBILITIES** % OF TIME

- Maintain accounting systems to control a variety of funds to different partner organizations with which CDC-Botswana has Cooperative Agreements and on different program strategies. Evaluate internal ledgers, liquidation records and such supporting data. Prepare periodic reports and financial data required by CDC-Botswana management and CDC-Atlanta.
- In close coordination with the management and program officers, direct CDC-Botswana's budgeting process, including preparation of both indirect expense and project budgets. Ensure that approved operating and technical program budgets are executed in accordance with CDC-Atlanta policy.
- Provide CDC-Botswana personnel with information and advice on financial policies and fiscal procedures relating to obligation of funds, fund cites, salary and allowance payments. Direct funding issues in accordance with CDC program strategies.
- Provide CDC-Botswana grantee organizations with information and advice on financial policies and fiscal procedures. Direct funding issues in accordance with CDC program strategies. Set up system for sound fiscal controls, spot check of control systems to ensure they are being followed, and review all financial audits of contractors and recipients of cooperative agreements.
- Review the status and validity of obligated funds and recommend de-obligation of funds determined in excess of requirements. Request for funding cables from CDC –Atlanta on a quarterly basis after providing justifications on status of funds.
- Prescribe appropriate internal control systems in relation to Petty Cash vouchers and reimbursements obtained through CDC-Botswana sub-cashiers. Verify all payments requests before approval by the Associate Director for Operations for validity as well as availability of funds.
- Review Scopes of work associated with fiscal, accounting or budget elements of contracts and grants when required. Perform other financial and administrative-related duties as assigned.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

### **a. Education**

Degree in Accounting, Finance or Business Administration or its equivalent (at least 4 years), in type, level of responsibility, scope and thoroughness in difficult and responsible public or private business management or accounting practice, is required.

### **b. Prior Work Experience**

At least four years of progressively responsible experience in professional accounting or auditing or financial management is required.

### **c. Post Entry Training**

### **d. Language Proficiency:**

Level IV English ability (fluent) is required.

### **e. Knowledge**

Thorough knowledge and understanding of principles and accepted procedures of USG and Botswana Government in relation to finance, accounting and reporting is required. Knowledge and understanding of laws, regulations and procedures associated with CDC organizational operations in general is required.

### **f. Skills and Abilities**

A high level of analytical and sound judgment is required. Ability to compile and present a great deal of information in a concise manner; to supervise and train other staff and to direct and coordinate various elements of accounting operations; carry out all duties with minimum supervision, are all required.

## **16. POSITION ELEMENTS**

### **a. Supervision Received:**

Supervision is confined to policy guidance provided by the Associate Director of Operations.

b. Supervision Exercised:

Complete supervisory authority is exercised for program area of responsibility. Supervises the finance staff at both CDC-Botswana head office and at the field sites. Identifies training needs and provides training for sub-cashiers and admin clerks.

c. Available Guidelines:

CDC handbooks and written procedures and State Department FAR/FAM are available, but considerable reliance is placed on the incumbent's personal knowledge and understanding of professional accounting principles and CDC operational requirements to effectively perform the assigned duties.

d. Exercise of Judgment:

Judgment is required to interpret and apply appropriate regulations and be aware of the type of problems to refer to the supervisor.

e. Authority to Make Commitments:

May make commitments within funding categories that have been previously allotted and /or established budget items.

f. Nature, Level and Purpose of Contacts:

Work closely with CDC/BOTUSA Director, Deputy Director and Associate Directors, all section chiefs and partners in the budget process and in maintenance of allotments and funds accountability. Work with State B &F section, as well as GSO procurement section on issues of a fiscal nature. Work with CDC/BOTUSA partners on budget preparation and financial reporting requirements.

g. Time Expected to Reach Full Performance Level:

52 weeks.