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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 018-2015

February 6, 2015

OPEN TO: All Interested Candidates

POSITION: USAID Financial Analyst – (0011858B)

OPENING DATE: Friday, February 6, 2015

CLOSING DATE: Friday, February 20, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: This position can be hired at a full performance level
FSN/PSC – 10 Col. \$70,710,280.00 – Col. Ps. \$116,671,960.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

TO APPLY

- If you meet all the requirements for this position, please submit a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time.

All candidates interested in this vacancy **MUST** use the form DS-174 to apply. Note that no other type of application for employment forms will be accepted.

Please follow this link<<http://photos.state.gov/libraries/colombia/231771/PDFs/NewDS-174Englishpdfversion.pdf>> to open the DS-174 form. The job announcement and application form may also be found on the website <http://bogota.usembassy.gov/hr.html> under New Application Form.

- Once the DS 174 form is filled out please send it via email to BogotaHR@usaid.gov
- Applications can also be delivered directly to the U.S. Embassy (as instructed below). **Please note:** the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

SUBMIT APPLICATION TO:

American Embassy
c/o **USAID** Human Resources Section
Carrera 45 No. 24B-27 (Post 2)
Bogota, Colombia

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.

PROFILE OF THE POSITION

The U.S. Agency for International Development is seeking for an individual for the position of USAID FINANCIAL ANALYST for the Office of Financial Management.

BASIC FUNCTION OF POSITION

This position is located in the Office of Financial Management, USAID/Colombia. The primary purpose of this position is to serve as Financial Analyst for the Technical Teams and Implementing Partners and to develop, manage, and control the Mission's Operating Expense (OE) budget. In this capacity, functions as the Financial Management Office's representative on all OE budget development and management issues and as the Mission's Technical Teams financial analyst. The incumbent is responsible for other backup financial management functions in accordance with Mission operational requirement.

MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Results Orientation, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

A. Development & Management of Operating Expense Budget

In coordination with Mission Executive Office and Program Office, develops the annual Operating Expense (OE) Budget for USAID/Bogota and prepares and maintains detailed supporting documentation. He/she develops projections from fiscal records indicating previous costs, and by analyzing Mission staffing projections and inflationary trends within Colombia. On a quarterly basis performs 1311 reviews and Accruals of all OE obligations to ensure their continued validity and, where applicable, prepares required de-obligating documents/journal vouchers. Maintains close coordination with the Executive Office, in order to closely monitor the OE budget availabilities and needs. On an annual basis, the incumbent is responsible in conjunction with the Mission Controller to coordinate the preparation of the Budget Formulation Execution Manager (BFEM) process, which includes budget preparation, and justification. Serves as the liaison between the Financial Management Office and all other Mission offices in all matters related to the Operating Expense budget.

Ensures that OE funded activity accounts are properly maintained in the standard USAID accounting/records system Phoenix by ensuring that source document files for each activity financial transaction are established and maintained, and that the RFMO/Lima posts the financial transactions in a timely and accurate manner. In order to accomplish this task the incumbent is also required to be familiar with the mission travel system E2, and the acquisition systems ARIBA and GLAAS.

B. Program Financial Analysis

Serves as a core member and primary financial analyst to the Technical Teams and their implementing partners. Participates in discussions and decision-making related to the principal team functions of program planning, achieving, and judging results while ensuring the financial management, internal control, and accountability and pipeline management issues receive adequate consideration. Provides financial advice and analysis, and makes recommendations on the financial feasibility of the implementation alternatives. The incumbent employee keeps the Technical Team staff informed on significant financial issues as they arise.

He/she provides financial management guidance and training on USAID procedures and accounting, quarterly accrual issues, and internal control requirements to Mission staff as needed.

Ensures that Program funded activity accounts are properly maintained in the standard USAID accounting/records system Phoenix by ensuring that source document files for each activity financial transaction are established and maintained, and that the RFMO/Lima posts the financial transactions in a timely and accurate manner.

The incumbent performs Section 1311 reviews for program funded activities by reviewing all outstanding (sub) commitments and (sub) obligations, running reports and preparing JVs to fully support the process. Performs quarterly program pipeline analyses and coordinates, in conjunction with Technical Team members, accruals estimates; identifies and recommends adjusting entries to the accounts to bring the program activity pipelines and expenditure estimates to accurate levels.

C. Financial Assessments and Reviews

Conducts comprehensive reviews of potential grantees to ensure that these institutions have the institutional capability to manage USAID resources and comply with documentation and reporting requirements. Based on these reviews, the incumbent draws conclusions and makes recommendations which serve as the basis for the grant/contract officer to determine if the institution is eligible to receive U.S. Government (USG) funding and also for the Controller to determine the appropriate funding mechanism for funding the activity.

Conducts periodic financial and administrative reviews of institutions receiving USAID funding to determine the adequacy of key organizational systems and procedures. These include accounting, procurement, accounts payable, personnel, assets management and audits. Makes recommendations for system improvements and modifications and assists the organization in improving systems and procedures in order to strengthen its capacity to account for, control and report on the use of USG funds.

D. ICASS Monitoring and Other Responsibilities

At least annually, participates with EXO staff in a Cost Allocation exercise to distribute ICASS costs among OE and Program funded budgets in accordance with the Cost Allocation guidance in ADS 601.

Serves as the backup on all financial management issues to the other two Financial Analysts and Chief Accountant as needed.

Performs other duties required in order to maintain the financial operations of the Mission and any other functions as deemed necessary by the Controller and the Chief Accountant.

REQUIRED QUALIFICATIONS

Note: Candidates who do not meet these required qualifications will not be considered.

Education: A Bachelor's degree in accounting, finance or business administration, or its equivalent is required.

Prior Work Experience: From four to six years of progressively responsible experience in professional accounting, auditing, or financially oriented business management.

Knowledge: A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting budgeting and reporting is required.

Skills and Abilities: Must have the ability to gather, organize, analyze and express complex technical ideas and data orally and in writing. Must have the ability to perform in a team spirit and to maintain cordial and professional relationships with USAID, host Government and contractor personnel. Skilled in the use of computer based analytical programs.

Post Entry Training: Specialized on-the-job training and/or courses in U.S. Government accounting, auditing and contracting; USAID financial management and computer financial applications software.

Language Proficiency: Level IV in English and Spanish speaking and writing are required.

POSITION ELEMENTS

Supervision Received: The Controller, the Financial Management Officer and Chief Accountant exercise general supervision and provide guidance and training. Supervision may be fairly detailed in the beginning, but will become less so as the incumbent progresses toward the full scope of the position's duties. At the target level, incumbent is expected to present only significant problems and issues to the supervisor for action.

Available Guidelines: Sections of the USAID Automated Directives System; the Foreign Affairs Manual, Federal Acquisition Regulations, Standardized Regulations, GAO decisions, internal audit procedures.

Exercise of Judgment: Substantial discretionary judgment is required in reading and understanding guidelines and general accounting principles which must be interpreted and applied.

Authority to Make Commitments: The employee is not authorized to commit the U.S. Government to the expenditure of funds.

Nature, Level and Purpose of Contacts: Maintains regular contact with senior USAID officials, institutional and private sector officials, other donors, and mid-to senior-level host government officials for the purpose of obtaining information and explaining USAID policies and procedures. Contacts with grantees and contractors are maintained for the purpose of evaluating their ability to exercise financial controls, maintain fiscal integrity and assisting them in doing so.

Supervision Exercised: This is a non-supervisory position.

Time Required to Perform Full Range of Duties: One year.

SELECTION CRITERIA

1. **Education (15%):** A Bachelor's Degree in accounting, finance or business administration, or its equivalent is required.
2. **Prior Work Experience (35%):** From four to six years of progressively responsible experience in professional accounting, auditing, or financially oriented business management.
3. **Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV (fluent) ability and equivalent in Spanish for written and oral communication required.
4. **Knowledge, Skills, and Abilities (40%):** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial budgeting and reporting is required.

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.

APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, FEBRUARY 20, 2015 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

USAID handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.