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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 033- 2016

April 15, 2016

OPEN TO: All Interested Candidates
POSITION: USAID Accounting Technician (0011858P)
OPENING DATE: Friday, April 15, 2016
CLOSING DATE: Friday, April 29, 2016
WORK HOURS: Full time; 40 hours/week
SALARY: FSN/PSC – 8 Col. \$39,538,411.00 – Col. Ps. \$65,238,379.00

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

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Please pay special attention to the “Language Testing Procedures” portion (4th page) since Applicants must attach language test results to the application in order to be considered.

TO APPLY

- If you meet all the requirements for this position, please complete and send 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, USAID, is seeking an individual for the position of Accounting Technician for the Financial Office - FMO.

BASIC FUNCTION OF POSITION

This position is located in the Office of Financial Management at USAID/Bogota, Colombia. The incumbent is responsible for the operating expense (OE) and program accounting for USAID/Colombia. Enters OE and Program accounting transactions, maintains the integrity of the automated accounting system and produces financial reports.

MAJOR DUTIES AND RESPONSIBILITIES

As an employee of USAID employee, the incumbent is responsible for understanding and incorporating into his/her work the Agency's core values. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

A. Prepares and executes USAID/Colombia's OE and Program accounting responsibilities. Utilizing an automated accounting system (Phoenix), enters obligation and sub-obligation records for an OE budget of approximately \$5.7 million and a program operating year budget (OYB) of approximately \$120 million including complex long term grants, cooperative agreements, purchase orders and contracts. Provides Travel Authorization funding approval in the automated E2 travel management system. Assures that effective accounting systems are in place to cover all USAID/Colombia operating and program expenses. Resolves difficulties experienced by FMO colleagues in processing commitments, obligations, disbursements and collections of OE and program funds. Ensures that all types of transactions in Phoenix (i.e. commitments/sub-commitment, obligations/sub-obligations, disbursements, collections and accruals) are correct. Establishes efficient monitoring and follow up procedures for advances and bill for collections to ensure timely settlement/closure of old open accounts. Advises Chief Accountant on the status of all funds. Calculates and inputs quarterly accruals into the accounting system for the Executive Office and Technical Offices.

As required, prepares journal vouchers to increase or decrease existing obligations, to correct obligations; and prepares SF1081s to transfer disbursements and/or collections between appropriations.

B. In coordination with the Financial Analysts, conducts Section 1311 reviews for obligations and recommends de-obligation of funds determined to be in excess of actual requirements. Documents all decisions, obtains necessary approvals, takes required actions to update the accounting system and maintains files for audit purposes.

Works with payment colleagues to research and post the monthly 1166 reconciliation items and takes the necessary action to resolve any FMO posting problems and to clear the reconciling items in a timely manner. Maintains a current list of any open reconciling items.

Performs special analyses as needed by Mission management including evaluations of the Mission's training and travel budget expenditures.

As needed, assists the Chief Accountant in coordinating with the Regional Financial Office in Lima, Peru. Works with the Chief Accountant to gather and prepare the required data for AID/Washington data calls and GMRA audit materials and maintains the Mission's accounting files.

C. Mission privatized petty cash fund: This fund is maintained through the use of a local Colombian bank credit card to obtain cash to pay for Mission-authorized "Petty Cash" transactions. The incumbent ensures that all disbursements are in accordance with applicable U. S. Government regulations, established Mission procedures, including advance approvals of the Finance Management Officer and/or Executive Officer as appropriate. In addition, he/she prepares withdrawal forms for the authorized officer's signature as needed, ensuring that sufficient funds are on hand at all times to satisfy the cash payment and minor procurement needs of the Mission.

The cash, paid receipts, credit card forms and related documentation stated below are to be maintained in the cashier's safe at all times possible, which is entirely the employee's responsibility.

In conjunction with a Financial Analyst, the incumbent is responsible to participate in monthly cash-counts.

At least on a weekly basis the employee will have to prepare a replenishment voucher for reimbursement payments to the credit card bank obtaining all necessary clearances and final approval from the Controller or his/her designee in Bogota. The incumbent is also responsible to monitor all cash withdrawals, payments, and other charges against the monthly credit card statement.

In addition, the incumbent will be responsible to properly follow up the local corporate travel credit card program in accordance with Mission regulations. This task requires that the incumbent provide guidance to new employees on how to obtain a credit card, will monitor the monthly statements to ensure proper use of the local travel credit card and report any anomaly to his/her supervisors; and follow up with the local bank in case a credit card is returned to the bank.

The incumbent is responsible to provide proper training to the Alternate Cashier as needed.

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

REQUIRED QUALIFICATIONS

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

Education: College or university studies in Accounting, Finance or Business Administration is required. The ideal candidate will possess a Bachelor's degree or equivalent in Accounting, Finance or Business Administration, along with the requisite experience.

Prior Work Experience: A minimum of three years of experience of progressively responsible experience in professional accounting, auditing, or financial –oriented business management is required.

Post Entry Training: Completion of an AID/W accounting course is recommended.

Language Proficiency: Level IV English and Spanish ability (fluency) is required. English writing and speaking skills are particularly important.

**** All applicants must attach a copy of valid language test results in the non-primary language (English and/or Spanish) to the application of employment to be eligible for consideration.**

Job 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. Familiarity with budgeting techniques is desirable.

Skills and Abilities: Must be able to make independent judgments. Must be able to develop and maintain contacts with USAID/Colombia's operations staff. Must be able to gather and present facts and recommendations in a clear and concise manner, both orally and in writing. Good computer skills are required, specifically with Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook).

POSITION ELEMENTS

Supervision Received: Employee directly reports to the Chief Accountant. Employee is expected to organize and carry out assigned work, and to formulate reports, conclusions, and recommendations independently.

Supervision Exercised: This is a non-supervisory position.

Available Guidelines: Automated Directive System (ADS), Foreign Affairs legislation, Department of State Standardized Regulations, USAID Financial Management Bulletins, Phoenix guide and Annual Budget Submission guidelines.

Exercise of Judgment: There is a heavy reliance placed on the judgement of the employee in providing advice on the financial aspects of USAID/Colombia's OE and program accounting. Advice

and recommendations are reviewed in connection with the needs of the operating support units (especially EXO).

Authority to Make Commitments: Incumbent has no authority to commit the U.S. Government/USAID.

Nature, Level and Purpose of Contacts: Direct contact with Mission partners/recipients, USAID/W, Kansas City Financial Center and Charleston Disbursing Office, USAID Auditors' on matters involving financial management/audit. Deals with the senior FSN and American employees both at USAID/Colombia and at the Department of State. Must be able to obtain and analyze information from a variety of contacts, and assess its relative impact in order to prepare written reports and recommendations.

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

SELECTION CRITERIA

1. **Education (15%):** College or university studies in Accounting, Finance or Business Administration is required. The ideal candidate will possess a Bachelor's degree or equivalent in Accounting, Finance or Business Administration, along with the requisite experience.
2. **Prior Work Experience (20%):** A minimum of three years of progressively responsible experience in professional accounting, auditing, or financial-oriented business management is required.
3. **Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV (fluent) English ability and equivalent in Spanish for written and oral communication required. English writing and speaking skills are particularly important.
4. **Knowledge, Skills, and Abilities (35%):** 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. Familiarity with budgeting techniques is desirable.

Must be able to make independent judgments. Must be able to develop and maintain contacts with USAID/Colombia's operations staff. Must be able to gather and present facts and recommendations in a clear and concise manner, both orally and in writing. Good computer skills are required, specifically with Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook).

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.

**LANGUAGE REQUIREMENT

Primary Language: In order to meet the language requirement, all applicants MUST indicate in their application or in a cover letter their primary or native language. A language test will not be required in the applicant's native language unless requested by the selecting office.

Secondary Language(s): When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

LANGUAGE TESTING PROCEDURES

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English. All applicants seeking a Mission Colombia local position must attach copy of a valid language test results in the non-primary language (English and/or Spanish) to the application of employment (DS-174 form) to be eligible for consideration.

The application form with the test result(s) must be submitted before the job announcement's closing date; otherwise the application will be deemed "not eligible".

For recruitment purposes the United States Mission Colombia will only accept the language tests as follows:

English:

Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Spanish:

Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Language test results are valid for one year. Language test costs are the applicant's responsibility.

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to academic@avantilanguageschool.com - For further information please contact PBX: 634-6637 or mobile 321-463-6470. Cost of language test is the applicant's responsibility.

**Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.

*****APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, APRIL 29, 2016 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 drafts their Job Announcements and handles their own recruitment processes.
For any questions in regard to this recruitment process please contact USAID Bogota office directly.**