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**UNITED STATES MISSION-BOGOTA
VACANCY ANNOUNCEMENT**

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No. 050-2013

April 24, 2013

OPEN TO: All Interested Candidates

POSITION: ACCOUNTANT (0011858M)
Development Level: FSN-8
Full Performance Level: FSN-9

OPENING DATE: Wednesday, April 24, 2013

CLOSING DATE: Wednesday, May 8, 2013

WORK HOURS: Full time; 40 hours/week

SALARY: FSN/PSC – 9 Col.
Ps. \$54,010,864.00 – Col. Ps. \$89,117,920.00

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 no later than the closing date at 4:00 p.m. Eastern Standard Time. The application form may be requested via e-mail at: BogotaHR@usaid.gov or BogotaHRApplicationForm@state.gov
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applications should 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 an individual for the position of Accountant in the Office of Financial Management.

BASIC FUNCTION OF POSITION

This position is located in the Office of Financial Management (Controller), at USAID/Colombia, Bogota. The primary purposes of this position: to be 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 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. 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 \$3.2 million and a program operating year budget (OYB) of approximately \$200 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. Monitors the Non-Expendable Property accounting and reporting and periodically checks the inventory records with the EXO/Procurement Official.

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.

- a. **Education:** A Bachelor's degree in accounting, finance or business administration; formal training in Accounting; or six or more years experience with U.S. Government accounting is required.

- b. **Prior Work Experience:** From four to six years of progressively responsible experience in professional accounting, auditing, or financially-oriented business management is required.
- c. **Post Entry Training:** Completion of an AID/W accounting course is recommended.
- d. **Language Proficiency:** Level IV fluent written and oral English and Spanish skills are required.
- e. **Knowledge abilities and skills:** 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).

POSITION ELEMENTS

- a. **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.
- b. **Available Guidelines:** Automated Directive System (ADS), Foreign Affairs legislation, Department of State Standardized Regulations, USAID Management Financial Bulletins, Phoenix guide and Annual Budget Submission guidelines.
- c. **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).
- d. **Authority to Make Commitments:** Incumbent has no authority to commit the U.S. Government/USAID.
- e. **Nature, Level, and Purpose of Contacts:** Direct contact with Mission partners/recipients, USAID/W, Kansas City Financial Center and Bangkok Disbursing Office, Mission 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.
- f. **Supervision Exercised:** This is a non-supervisory position.
- g. **Time Required to Perform Full Range of Duties:** One year.

SELECTION CRITERIA

- 40 points: Work experience demonstrated in professional accounting, auditing, or financially-oriented business management.
- 30 points: Evidence of strong English/Spanish writing and oral communication skills.
- 30 points: Interpersonal and organizational skills. Demonstrated teamwork ability and good computer skills are required, specifically with Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook) computer skills.

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 WEDNESDAY, MAY 8, 2013 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.***

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