



USAID | DOMINICAN REPUBLIC

FROM THE AMERICAN PEOPLE

Announcement Number:	USAID No. NCA-219
Position:	Accountant Technician FSN-08
Open to:	All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)
Agency/Section:	USAID/ Regional Controllers Office
Opening Date:	March 10, 2016
Closing Date:	March 28, 2016
Working Hours:	Full time: 40 hrs per week
Salary Scale:	FSN-8: from RD\$594,892.00 to RD\$951,820.00

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Accountant Technician position for the Regional Controllers Office.

Basic Functions

The incumbent performs analytical and accounting services for OE and Program Support activities provide to client missions, and he/she is responsible for the integrity of the accounting transactions input into the Phoenix financial management system. This includes reviewing funding documents to ensure they are in compliance with applicable laws, regulations, and policies; ensuring the proper source of funding is being used; entering the transactions into the Phoenix system; and ensuring the transaction has the proper supporting documentation on file. These documents support the Agency's financial records and are routinely audited by the RIG as part of the Agency's financial audits. In addition, the incumbent will be responsible for creating Journal Vouchers and posting into Phoenix payrolls, collections, bills for collection, and other miscellaneous accounting transactions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through SDOUSAIDresume@state.gov.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

University degree in accounting, Finance, Business Administration or closely related field.

Prior Work Experience:

Four years of experience in accounting or any finance field.

Language Proficiency:

Level IV (fluent) oral and written in English and Spanish language ability.

Skills and Abilities:

A high level of analytical skill and sound judgment is requirement. Good communication skills in working with the staff at a professional level; Must be computer literate, proficient in excel and skills to use of PHOENIX software, ability to analyze read and understand a wide range of fiscal documents the interrelationships of various steps in the AID accounting hierarchy, to make decision, to plan, organizes and schedule work and being able to integrate financial management skills and computer skills..

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

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.
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. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application **(The options #1 and #2 are required)**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174),
2. A current resume or curriculum vitae, including a both side copy of the Dominican Cédula.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Human Resources Office

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USAID/ Human Resources Office

SDOUSAIDresume@state.gov

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

March 28, 2016

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.