

VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR



No. 13-014	TEMPORARY - Voucher Examiner/VAT Clerk Position Vacancy	Date: 07/23/2013
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OPEN TO: All Interested Candidates

POSITION: Voucher Examiner/VAT Clerk , FSN-8 – 3 MONTHS TEMPORARY POSITION

OPENING DATE: July 23, 2013

CLOSING DATE: August 2, 2013

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-8, \$19,140.00
(Basic Rate + Allowances)

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

The Agency for International Development in San Salvador is seeking one individual for the three months-temporary position of Voucher Examiner in the Controller's Office.

BASIC FUNCTION OF THE POSITION

This position is located in the Controller's Office. Incumbent has primary responsibility for receiving, processing and submitting VAT reimbursement claims to the Ministry of Finance. Incumbent also processes operating expense and project vouchers monthly and is responsible for maintenance, control, filing and distribution of processed vouchers.

A copy of the complete position description listing all duties and responsibilities is attached.

QUALIFICATIONS REQUIRED

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

- 1. EDUCATION:** Completion of secondary school with some college studies. Completion of business training with typing, word processing and other computer skills, and administrative skills is required.
- 2. EXPERIENCE:** At least four years of accounting experience is required.
- 3. LANGUAGE:**
Level III (fluent) in English Writing/Speaking/Reading is required.
Level IV (fluent) in Spanish Writing/Speaking/Reading is required.
- 4. KNOWLEDGE:** Good knowledge of regulations, procedures and practices governing project documentation and office procedures. General knowledge of US Government organization and program objectives. Excellent knowledge of office productivity software applications (e-mail, electronic calendar, word processing, Excel, etc.). Good knowledge of English and Spanish grammar.
- 5. SKILLS AND ABILITIES:** Excellent analytical skills and the ability to comprehend and effectively apply a wide variety of detailed regulations and procedures regarding VAT reimbursements, technical program regulations, contract terms and conditions to the voucher examination process. Excellent customer service communications skills required. Must have a minimum of level II typing ability.

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.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174);

<http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>

or a current resume or curriculum vitae

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
USAID/EI Salvador
PER e-mail: ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: August 2, 2013

The US Mission in San Salvador 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.

Approved: USAID

MAJOR DUTIES AND RESPONSIBILITIES:

1) Examine a full range of USAID vouchers for technical projects, grants and loans. Types of payment methods include direct reimbursements to Governments, grantees, suppliers and contractors, advances and fixed amount reimbursements. Vouchers examined include the most difficult, complex type and often involve multiple funding sources and agreements, requiring tracking project documentation and related fiscal transactions over the life of the project.

The voucher examination process includes verification that: 1) requested payments comply with terms and conditions of appropriate agreements, or other authorizing documents; 2) documentation is authentic, accurate, internally consistent and adequately supports claims 3) appropriate administrative approvals and evidence of receipt are included, 4) sufficient funds have been committed or reserved in advance, 5) duplicate payments have not been made, and 6) payments are in accordance with applicable laws, regulations and procedures.

Additionally, the voucher examiner will: 1) verify and apply outstanding advances to the corresponding activity; 2) provide accounting classification on voucher as appropriate; 3) record

accounting classification on vouchers; 4) advise COTR/AOTR of suspensions and the reasons as required; 5) process payments timely, fully cognizant of the late payment and penalty provisions of the Prompt Payment Act; 6) verify amounts paid to the key personnel as well as the rest of the employees based on the level of effort table (LOE); 7) verify the general and administrative expenses, field support expenses, etc.; 8) resolve questions, collect additional information and obtain additional documentation as required. For cash advances, prepare cash advance analysis sheets, and audit and examine all types of liquidations, reimbursements and advances.

2) Examine and audit a wide variety of operating expense vouchers including the most difficult and complex vouchers associated with the operations of an AID Mission: leases, utilities, travel advances, tuition and credit card statements. Assign accounting classification to vouchers.

3) Provide expert guidance to USAID activity managers, contractors, and other participating organization personnel regarding the voucher examination process and USAID regulations and procedures.

4) Scan processed vouchers into USAID's electronic file retention system, as applicable. Distribute vouchers to COTR/AOTR and local and international vendors, as assigned.

Serve as backstop for other voucher examiners.

Maintain a close relationship with the client missions.

Work on special projects, research or payment practices and other tasks as assigned by supervisor.