

**POSITION DESCRIPTION**  
**DOCUMENT CONTROL CLERK (DCC)**

**BASIC FUNCTION OF THE POSITION**

The position is located in the Voucher Section, Regional Office of Financial Management (ROFM), USAID/West Africa. The position will be responsible for performing the full range of Voucher Section support functions to the Clients (Missions, SO Teams, and Embassies). 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.

**MAJOR RESPONSIBILITIES**

Date-stamps and logs into the PHOENIX system all incoming invoices, vouchers, claims, etc., received in ROFM for payment, by entering relevant data such as payee's name, invoice date and number, amount, type of currency, description of goods or services to be paid, U.S. Disbursing Office code, etc. Type vouchers (SF 1034s) when these are lacking.

Attaches copy of proper obligation document; gets receiving report if applicable; and assigns Voucher Examiner. Determines whether the payment is subject to Prompt Payment Act requirements and establishes accordingly the applicable payment due date for each payment. Annotate each invoice, voucher or claim with document control number assigned by the Phoenix system. Distribute the invoices, vouchers or claims to the Voucher Examiners for review and processing for payment.

Coordinate Agency Secure Image and Tracking system (ASIST) for the ROFM. Manages the scanning process, distributes and collects vouchers and other relevant accounting documents for scanning, and ensures documentation are handled in accordance with agency storage, retention and destruction guidelines. File hard copy vouchers and their attachments in accordance with established classifications. Vouchers must be filed in a wide variety of project and OE files, including activity agreements, contracts, purchase orders, travel authorizations and requests and selected vendors, etc.

Prepares hardcopy vouchers for off-site storage as required by Regulations and archives electronic documents following established Guidance and Standards.

Distributes copies of paid voucher to vendor, Procurement or Project Officer; send payment notification to employees. Retrieves voucher and accounting documents as requested by authorized staff.

**Other Fiscal Duties**

Daily reviews the list of unprocessed vouchers that are outstanding for administrative approval and follows up with CTOs, Procurement Unit, EXO and RCO to ensure that the vouchers are returned within 5 days in order to comply with Prompt Pay Act requirements. Provides a daily

unprocessed voucher report to all voucher examiner personnel and OFM management for review.

Prepares forms SF 1098 for check cancellations for processing. Maintain a complete and comprehensive list of all cancelled check requests.

Issues OFM bills for collection generated as a result of overweight transportation bills and excess travel advances over allowable travel costs. Bills for collection are to be issued daily as vouchers are certified by the Certifying Officer. Copies are distributed to the employee and Accounts Receivable Accountant.

Maintain a complete log of all returned and unused transportation tickets purchased by USAID. Copies the original unused tickets and attaches them to the travel voucher. Annotates the copy of the tickets indicating to the voucher examiner that refunds of unused tickets are due, which may impact cost constructive travel of the traveler. Delivers to the USAID travel agent all unused tickets and follows up with travel agent weekly to ensure credit is received. Duly records in the returned unused ticket log the date, invoice number, and amount of the refund received for the returned tickets.

Provides customer response service to all payees, procurement unit and other Mission staff. Answers questions as to status of individual vouchers and when payment is estimated to be processed. Filters questions and researches background information in order to notify OFM management of any real urgent or emergency requests for payments which appear to be genuine and requires senior OFM management attention.

Assist in preparation and /or review of vouchers processed by other voucher examiners as requested by OFM management.

Perform other miscellaneous related duties as assigned.

### **Incorporates the Five Core Values into his/her Work**

1. **Customer Focus:** Identifies and communicates with USAID customers regularly; surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.
2. **Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. **Empowerment and Accountability:** Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.
4. **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the Teams and Clients to which assigned. Demonstrates ownership of the Client's plans, performance, and decisions. Proactively participates in the client processes and activities. Includes other client members, customers and partners and assists in their understanding and participation in teamwork and the client's goals, performance, and decisions. Assumes responsibility for specific results assigned by the client.
5. **Valuing Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- A. **Education:** Completion of Secondary School and Post-Secondary School training in Business Studies of Accounting (Diploma) is required.
- B. **Prior Work Experience:** Two to four years of experience in accounting or closely related field. Practical knowledge of basic accounting concepts and the flow of accounting transactions is required.
- C. **Language Proficiency:** Level IV English ability (fluent) is required. Skill in writing English is particularly important. **Proficiency will be tested.**
- D. **Job Knowledge:** Good general knowledge of accounting office operations is mandatory.
- E. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also required.