



JOB VACANCY ANNOUNCEMENT U.S. MISSION - ACCRA

The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **Voucher Examiner** in the Budget and Accounting (B&A) Division of the Regional Financial Management Office of USAID/West Africa. The position is responsible for performing the full range of B&A Division support functions to the Clients (SO Teams, Missions, Country Offices and Embassies) to which assigned. The primary purposes of this position are to: examine and process vouchers and invoices of multi-million dollar, long-term technical assistance contractors and grantees, both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification; and to control and monitor payment requests and disbursements for USAID project and non-project activities and administrative operations to which assigned.

Education & Prior Work Experience: Completion of Secondary School and Post-Secondary School training in Business Studies of Accounting (Diploma) or a University Degree in Business Economics, Business Management or Accounting is required. A minimum of two to four years of experience in accounting or a closely related field is required.

For full requirements and position description, please log on to the following websites:

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

<http://www.usaid.gov/ghana/work-with-us/careers>;

<http://ghana.usembassy.gov/jobopportunities.html>

Salary range (FSN-07) = GH¢ 23, 369.00 – GH¢ 35,051.00 p.a. (depending on qualification and experience)

Interested individuals should submit a **signed cover letter, relevant certificates and CV with references** to:

Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra

Or by Email to: acpersonnel@usaid.gov

*Only shortlisted applicants will be contacted. When submitting your application via email, start the subject line with the position title. **Failure to state this and submit signed letter with relevant documents will disqualify applicant.***

ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

CLOSING DATE: June 30, 2015

USAID/Ghana anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.

POSITION DESCRIPTION FOR VOUCHER EXAMINER

BASIC FUNCTION OF POSITION

The position is located in the Budget and Accounting Division, Regional Financial Management Office (RFMO), USAID/West Africa. The position is responsible for performing the full range of B&A Division support functions to the Clients (SO Teams, Missions, Country Offices and Embassies) to which assigned. The primary purposes of this position are to: examine and process vouchers and invoices of multi-million dollar, long-term technical assistance contractors and grantees, both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification; and to control and monitor payment requests and disbursements for USAID project and non-project activities and administrative operations to which assigned.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

80%

1. Examines and audits invoices from multi-million dollar, long-term, project and program funded, host country, USAID direct technical assistance contractors and grant recipients, and administrative operations. Analyze the transactions to ensure that claims are in accordance with contract provisions, control of budget line items, application of indirect cost rates and rate adjustments, level of effort required and payment documentation. Determines through the Phoenix Accounting Database that funds are obligated and/or committed, and are available for payment of the claim. Ensure that all authorizations, certifications, and other documents are on file. Also ensures that payments are in accordance with applicable U.S. and Client Country or other applicable host country laws and regulations. Much of procurement is multi-appropriation funded requiring detailed reviews and an effective decision making process prior to processing payment. Analyzes the budget and controls the funds. Estimates expected average monthly cost and questions over or under expenditures. Maintains the advances according to USAID ADS regulations and follow up to ascertain why long term unliquidated advances have not been liquidated. Analyzes requests for advances and maintains control with expenses report submitted by contractors and grantees.

Process payments in the computerized Phoenix database to track funds availability and for posting and reconciliation purposes. Maintains and periodically reconciles Phoenix reports and records showing amounts obligated, committed and disbursed to project supporting records. Post EFT special payment vouchers and SF 1080 charges between Agencies directly into the Phoenix accounting system. Reconcile these entries in the system.

10%

2. Meets with Strategic Objective Teams, Technical Office project officers, Financial Analysts, Client and Embassy Management to participate in reviews of recipient's books. Also meet with grantees and advise them on how to submit vouchers, attachments required, timeliness, etc. Assist contractors, grantees and loan recipients in the handling of requests for payments and advances and on the supporting documents necessary to process these payments. Maintain a constant monitoring process of actual and cumulative disbursements. Reconcile cumulative disbursements with the reports submitted by grantees and contractors. Correspond with contractors, host government officials, vendors and employees concerning vouchers being examined to request additional information regarding invoices and to provide guidance on voucher requirements. Prepare draft documents outlining rationales concerning disallowances for CORs/AORs or

Financial Analysts' use in communicating with contractors or vendors.

5%

3. Responsible for processing USPSC/TCN payroll and benefits and allowances.
 - a. Determines in coordination with the Accountant that funds are obligated and available for payment of the invoice/voucher.
 - b. Verifies that the fiscal data on the voucher is correct and complete.
 - c. Obtains additional information, documentation, and/or clarification on doubtful or questionable payments.
 - d. Advises payees giving reasons when payment is disallowed.
4. Provides all other miscellaneous assigned duties and looks for targets of opportunity to support the RFMO Clients to which assigned. Several of these representative miscellaneous duties are as follows:
 - a. Backstops the work of other Voucher Examiners
 - b. Provides support to one or more Accountants or Financial Analysts
 - c. Undertakes field reviews (TDYs) of Clients and Institutional Recipients to review control systems and uses of funds. Performs post audit function of client records to determine if vouchers submitted and paid by USAID are properly supported with valid records.
 - d. May perform 1221 duties, Billings and Collections, Accounts Receivable/Payables reconciliation

5%

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE/SELECTION CRITERIA

- A. Education:** Completion of Secondary School and Post-Secondary School training in Business Studies of Accounting (Diploma) or a University Degree in Business Economics, Business Management or Accounting is required.
- B. Prior Work Experience:** 2-4 years of experience in accounting or a closely related field is required.
- C. Language Proficiency:** Level IV English ability (fluent) is required. ***Language 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; reconcile and balance accounts and relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also required.