

JOB VACANCY ANNOUNCEMENT

U.S. EMBASSY – ACCRA



NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

February 21, 2013

ANNOUNCEMENT #: WA13-003

OPEN TO: All Interested Applicants

POSITION: **VOUCHER EXAMINER**

POSITION #: AID-C-089

OPENING DATE: February 28, 2013

CLOSING DATE: March 14, 2013

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-07 to be confirmed by Washington)

*Ordinarily Resident: GH¢ 11,892.00 – GH¢17,842.00 p.a.
(Position Grade: FSN-07)

NOTE: ALL APPLICANTS WHO ARE NOT GHANAIAAN CITIZENS WILL BE EXPECTED TO RESIDE IN GHANA AND MUST BE ABLE TO QUALIFY FOR A GHANAIAAN WORK PERMIT. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY

The U.S. Mission in Accra, Ghana is seeking an individual for the position of a **VOUCHER EXAMINER** in the Payments Section of the Regional Office of Financial Management (ROFM), USAID Mission for West Africa.

BASIC FUNCTION OF POSITION:

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

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. Analyzes 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. Ensures 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, ensuring not too much is given and following 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.
2. Meets with Strategic Objective Teams, Technical Office project officers, Financial Analysts, Client and Embassy Management to participate in reviews of recipient's books. Meets with grantees and advises them how to submit vouchers, attachments required, timeliness, etc. Provides assistance to contractors, grantees and loan recipients in the handling of requests for payments and advances and on the supporting documents necessary to process these payments. Maintains a constant monitoring process of actual and cumulative disbursements. Reconciles cumulative disbursements with the reports submitted by grantees and contractors. Corresponds 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. Prepares draft documents outlining rationales concerning disallowances for Project Officers' or Financial Analysts' use in communicating with contractors or vendors.
3. Processes 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. Posts EFT special payment vouchers and SF 1080 charges between Agencies directly into the Phoenix accounting system. Reconciles these entries in the system.
4. 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. Verifies that the fiscal data on the voucher is correct and complete. Obtains additional information, documentation, and/or clarification on doubtful or questionable payments. Advises payees giving reasons when payment is disallowed.
5. Provides all other miscellaneous assigned duties and looks for targets of opportunity to support the ROFM 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

QUALIFICATIONS REQUIRED

a. **Education:**

Completion of Secondary School and Post Secondary School training in Business Studies of Accounting (Diploma) is required.

b. **Prior Work Experience:**

2-4 years of experience in accounting or a closely related field is required.

d. **Language Proficiency:**

Level IV English ability (fluent) is required. High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter. **Language Skills will be tested.**

e. **Knowledge:**

Good general knowledge of accounting office operations is mandatory.

f. **Abilities and Skills:**

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.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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. Currently employed US Citizen EFMs who hold FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. *Universal Application for Employment (UAE) as a locally Employed Staff or Family Member (DS-174): or*
2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form
5. DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
7. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference

- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All “Hard Copy”/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications** submitted through any other office will not be accepted. You may apply on-line using the AccraHRO@state.gov email address. **This is the preferred means of applying** for a position with the American Embassy. For information on current openings and tips on applying with the American Embassy or USAID in Accra, please visit the following websites :
<http://ghana.usembassy.gov/jobopportunities.html> or
<http://transition.usaid.gov/westafrika/employment/index.htm>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

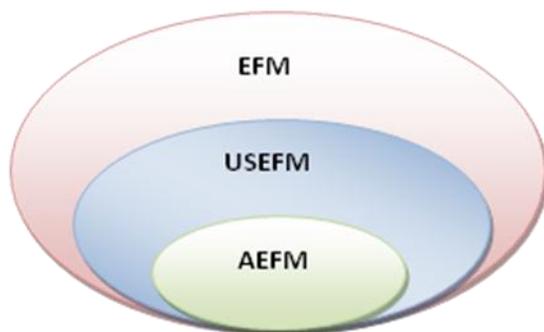
PLEASE SUBMIT APPLICATIONS TO:

Human Resources Office
 Through the Mailroom, Chancery
 American Embassy, Accra
 P.O. Box GP194, Accra
Or by Email: AccraHRO@state.gov

POINT OF CONTACT

Telephone: 0302-741000
 Fax: 0302-741389
AccraHRO@state.gov

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under

such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
- US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- *Is a U.S. citizen; and*
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - *Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and*
 - *Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.*

Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,

- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **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.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: March 14, 2012

The US Mission in Accra, Ghana 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.