

USAID/GUATEMALA

Date: March 15, 2012

**TO: All Interested Candidates
Guatemalan citizens**

SUBJECT: VACANCY ANNOUNCEMENT – VOUCHER EXAMINER, FSN-08

The U.S. Agency for International Development (USAID) is seeking an individual for the position of Voucher Examiner **FSN-PSC-4005-08** in the Financial Management Office (FM).

OPENING DATE: March 15, 2012

CLOSING DATE: **March 29, 2012 at 3:00 p.m.**

WORK HOURS: Full time; 40 hours/week

SALARY: **Position Grade FSN-08**

BASIC FUNCTION:

The Voucher Examiner position within the USAID/G's Financial Management Office (FMO) is responsible for ensuring the allowability, eligibility and allocability of costs incurred by the USAID and its development partners (private and public sector) in the performance of agreed upon activities. In this capacity, s/he actively participates as an expert member of the USAID's Strategic Objective Team (SOT) responsible for planning, implementing and evaluating the most appropriate cash management and implementation system(s) for the SOs and each of its activities and selected implementing organizations. The incumbent is responsible for cash management and payment activities associated with \$91.9 million in undisbursed funds under all Strategic Objectives. In this regard, job holder's functions include: a) assisting Mission Management and SOTs in ensuring the most appropriate application of selected method of payment under each administrative support activity and respective programs/projects e.g. letter of credit, periodic advances and reimbursement for each of their assigned US and Local suppliers and recipient organizations; b) ensuring the timely availability of resources for activity implementation; c) ascertaining as appropriate the quality of cash management systems in place at each implementing organization; d) assessing the accuracy and adequacy of supporting documentation for reimbursement, and advance requests and liquidation reports; e) ensuring that each payment claim is properly supported by a valid obligation, that funds are available to cover the requested payment, and that the bill is adequately documented and has been properly approved by the USAID's Obligation Manager; f) properly processing/recording each claim (reimbursement, advance and advance liquidation) within the Mission's Financial System Phoenix Momentum (PHOENIX), and; g) effectively monitoring the application of the USG's Prompt Payment Act (PPA) and other Agency payment policies and procedures associated with the billing.

Incumbent is also the key point of contact for assigned SOs activities with the Certifying Officers (CO's) in Guatemala, Regional Payment Office (RPO) and the US Disbursing Offices (USDO's) in Kansas City and Charleston. These functions include ensuring effective coordination and timely reporting on the status of claims processed by CO's and actual payments made by the USDO's.

The incumbent also serves as the alter ego to the Class B Cashier for Invoicing and Value Added Tax activities (IVA) and Payroll Specialist functions during her/his absence.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considered for the position.

- a. Bachelor's Degree in Accounting, Finances or Business Administration is required.
- b. From 3 to 5 years of progressively responsible experience in voucher examining, accounting/auditing and related fiscal work.
- c. Language Proficiency: Level IV Spanish and Level IV English (fluent). (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)
- d. Good working knowledge of computer skills with software programs such as, Microsoft Excel (and accounting systems applications), Word, Outlook and Internet are required.
- e. Demonstrated professional competence, maturity, and ability in dealing with managers from government institutions, international and private organizations. Demonstrated analytical ability and skills to assess the reliability and value of the information detect financial management strengths and weaknesses and make independent judgments regarding institutional capabilities and the adequacy of accounting systems and controls. Excellent interpersonal skills to effectively communicate with non-accounting personnel and to explain requirements, practices, policies and potentials.

TO APPLY:

Applicants interested in this position must complete an application form which can be accessed at: <http://www.usaid.gov/gt/employment.htm>. After completing the form, please send the application form, curriculum vitae and salary history via email to Guatemalavacancies@usaid.gov. **Applications submitted without any of the documents described above will not be considered.**

CLOSING DATE FOR THIS POSITION: Thursday, March 29, 2012 at 3:00 p.m.

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.