

EMBASSY OF THE UNITED STATES OF AMERICA
CONAKRY - GUINEA
VACANCY ANNOUNCEMENT

Jim Nunno, Management Officer



ANNOUNCEMENT NUMBER: 2011-035

Open to: All interested Candidates

Position: Financial Assistant, FSN-7

Grade: FSN-7 (if successful candidate not fully qualified, position may be filled at a lower grade)

Opening Date: September 27, 2011

Closing Date: October 18, 2011

Work Hours: Full-time; 40 hours/week

Salary:

Annual Salary Range

LCP (GNF 33,978,327 - GNF 50,967,494) p.a.

The U.S Mission in Conakry is seeking an individual for the position of Financial Assistant for USAID.

APPLICATIONS WILL ONLY BE RECEIVED ON TUESDAYS AND THURSDAYS FROM 10:00 AM TO 12:00 PM.

A copy of the complete position description listing all the duties and responsibilities is available in the Human Resources Office (ext. 4298/4312/4178).

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

CLOSING DATE FOR THIS POSITION: October 18, 2011

BASIC FUNCTION OF POSITION:

This position is located in the USAID/Guinea Office of Financial Management (OFM), but provides supports to its sister mission, USAID/Sierra Leone, and interfaces with the

regional support office, USAID/Senegal. The primary purpose of this position is (1) document control of all incoming invoices and other OFM documentation, (2) initial point of contact for customers and customer service queries, (3) provide back-up support for voucher examination of simple operating expense vouchers and (4) provide back-up support to the payroll specialist. S/he will report directly to the Supervisory Voucher Examiner, who reports directly to the Chief Accountant.

A. MAJOR DUTIES AND RESPONSIBILITIES:

1. The incumbent will serve as the focal point for OFM's document control. As part of this responsibility, s/he will receive all invoices and vouchers for payment, and will perform the following procedures to ensure strong internal control of vouchers and invoices in compliance with Agency regulations:
 - a. This includes maintaining a voucher tracking system to facilitate the timely payment of invoices in accordance with the Prompt Payment Act and other USAID regulations.
 - b. The FA must date stamp the voucher when received, assign a control number, log the voucher into a voucher tracking system, and send it out for administrative approval.
 - c. The FA must review the voucher inventory on a daily basis, and coordinating with the voucher examiner supervisor, ensure that they schedule payments in a timely fashion.
 - d. Coordinate all document flow between OFM Guinea and the Sierra Leone Mission, and between OFM Guinea and USAID/Senegal OFM (certifying officer);
 - e. Copy and issue payment information for payees, and notify the Executive Office and or the technical team of pending checks for collection via e-mail;
 - f. Maintain and manage hardcopy files for all original payment vouchers and other OFM documents, such as journal vouchers, monthly reconciliation documents, commitment and obligation files, etc. Ensure that OFM's files meet Agency guidelines for financial document requirements as specified in ADS 630.3.1.
 - g. Maintain and manage electronic files through ASIST for vouchers and other OFM documents, such as journal vouchers, monthly reconciliation documents, commitment and obligation files, etc. The FA must maintain individual contract obligation/payment records in sufficient detail so that the authorized payment office can readily determine the financial status of each contract.
2. The incumbent will assist the Supervisory Voucher Examiner to obtain supporting documents needed to manage outstanding advances and to meet the requirements of the Improper Payment Act of 2002.
3. The incumbent will manage the Accounts Receivable documents and issue follow-up notices for delinquent demand notices and bills for collections.
4. The incumbent will assist OFM to meet its customer service objectives by assisting vendors with payment concerns.
5. The incumbent will assist the Accounts Payable unit by providing back-up support for the review of operating expense vouchers, and other tasks as needed.
6. The incumbent will assist the Payroll Specialist to manage the FSN payroll schedule and other tasks as needed.
7. The incumbent will serve as the initial point of contact for OFM and assist with general administrative duties as may be needed.

B. QUALIFICATION REQUIREMENTS:

a. Education: (25%)

Completion of secondary school is required. Post-secondary training, in business, administration, finance or commercial subjects, is desirable or technical training in administration, accounting, payment processing, or procurement related training whether academic or on the job is highly desired.

b. Prior Work Experience: (35%)

Three to five years of progressively responsible administrative experience in financial management or procurement. Basic experience with the Microsoft Windows and Microsoft Office environment is required. Experience with an automated accounting or payment processing is desirable.

c. Knowledge, Skills and Abilities: (20%)

Demonstrated proficiency in the use of word processing, "Word" and spreadsheet applications, "Excel," is required. Outlook & Power Point are desired. Demonstrated potential to understand an automated payment processing system is required. Must have excellent interpersonal skills, organizational skills, and be capable of liaising with vendors on payment concerns. The incumbent for this position should have a good knowledge of office practices and basic filing systems, and should be able to maintain the highest level of confidentiality required by the position.

d. Language and Communication: (20%)

French equivalent to a secondary education is required. English language skills, level III speaking and writing is required.

CLOSING DATE FOR THIS POSITION: October 18, 2011

The US Mission in Conakry 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.

SUBMISSION REQUIREMENTS

Applicants should pick-up and submit DS-174 forms in an envelope provided by the Human Resources Office to the Receptionist at US Embassy along with a copy of their Curriculum Vitae and supporting documentation. **DO NOT SUBMIT ORIGINALS, AS THEY WILL NOT BE RETURNED.** All DS-174 forms must be completed and signed. To be considered for the position, applications must be submitted before close of business, on the closing date of this announcement.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Management Officer
B.P. 603

Point of Contact:

American Embassy Receptionist
Telephone: 65 10 40 00
Fax: 30 42 08 73