



USAID | HONDURAS

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Vacancy Announcement USAID FN No. 12-001

Position Title:	Accountant
Type of Appointment/ Full Level of Performance:	FSN PSC - 10
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Office of Financial Management (OFM) – USAID/Tegucigalpa
Starting Date:	January 11, 2012
Closing Date:	January 26, 2012
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

This position is located in the Office of Financial Management (OFM), USAID/Honduras in Tegucigalpa. The basic function of this position is to perform the duties of an accountant. In this position the incumbent is responsible for managing the Mission's operating expense and/or program accounting system, identifying sources of funding, reviewing, processing, and recording accounting documents, transactions and budgets, and analyzing and reconciling accounting data; performing system closings, preparing Washington and GOH reporting and the 1221 Reconciliation with our US Disbursing offices; and providing advice and support to Mission personnel on financial issues.

MAJOR DUTIES AND RESPONSIBILITIES:

DISCLAIMER: This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

- 1) Has direct responsibility over the Mission's Financial Management System, the main source of the Mission's management and accounting information. Guarantees the integrity of the accounting data, and is responsible for analyzing, reviewing, and posting the complete range of operating expense, trust fund and program activities. Determines the adequacy and validity of source documents. Provides funds control for operating expense, trust fund and program funded activities, including budgetary allotments, bilateral obligations, commitments, obligations, sub-commitments, and sub-obligations. Ensures that commitment and obligation documents are certified for the availability of funds and recorded in the Financial Management System prior to releasing them for execution. Provides financial management advice on the control, monitoring and reporting of Mission operating expense, trust fund and program activities. Performs quarterly and on-going 1311 Review of all outstanding unliquidated obligations. Prepares quarterly accruals. (25%)
- 2) The incumbent serves in an advisory management capacity to the Mission, and as such administers and performs professional accounting work that relates to the transaction and implementation of the U.S. Government aid programs. Specifically, the incumbent is charged with responsibility for providing information, advice, and assistance to project managers, and SO Teams, with regard to budgeting and funding. This includes working on quarterly pipeline reports and other special reports as requested in conjunction with the Financial Analysts, which requires extensive review and analysis of data. Furnishes advice and assistance to project officers concerning project implementation by: (1) reviewing proposed contractors financial documents to ensure compliance with Agency regulations; (2) monitoring contract execution documentation to ensure the adequacy of funding and advises responsible Mission staff when contract termination dates are imminent, and/or are in need of amendment; (3) analyzing proposed contracts, grant and cooperative agreement budgets to determine their adequacy, validity and compliance with USG regulations, and laws; (4) advising on the commitment and obligation of funds, and processing requirements for program documents and changes required to implement and/or modified for ongoing and new programs; (5) ascertaining and developing quarterly project reviews and initiating action to assure the validity of all unliquidated obligations and sub-obligations and take action to de-obligate funds; and (6) interacting with the Program Office and technical divisions to develop annual projections for obligations for the Operational Plan and Congressional presentation. (25%)

- 3) Primarily responsible for ensuring that Mission disbursement operations with State Disbursing Offices (USDOS) and the Kansas City Financial Management Center (FMC) Electronic systems are accurately reconciled and done in a timely manner. Responsible for the preparation and transmission of the monthly SF-224, reconciliation of the Treasury SF-6653 and SF-6652 Reports and the recording of Intra-Governmental Payment and Collection (IPAC) payments/collections. Develops comparative and analytical SF-1221 reconciliation reports to identify and detect any unmatched totals within appropriated funds between transactions recorded by the Mission, the U.S. Treasury, and the USDOS. (25%)
- 4) Develop special analysis and prepare financial management reports as required by USAID/Washington, Mission management and the Government of Honduras (GOH). Perform analytical reviews of accounting data to ensure reports are accurate and completed on a timely manner. (10%)
- 5) Responsible for the Mission's accounts receivables for both Operating Expenses (OE) and Program Funds. Maintains a Bill for Collection tracking system to ensure periodic follow-up and timely liquidation and prepares a refund request/reminder/bill for collection. Reviews, analyzes and processes various types of USAID account receivables collections (i.e. proceeds of disposal sales and car sales, collections of personal fax/telephone bills, and refund of excess Per Diem advances). (5%)
- 6) Assures the maintenance of original financial documentation and official records of assigned, such as Advice of Budget Allowance, Program Papers, Authorizations, Implementation Letters, Grantee/Loan Agreements, Direct and Host Country Contracts, Letters of Commitment, Direct Reimbursement Authorizations, Purchase Orders, Travel Requests and Authorizations, Modified Acquisition and Assistance Documents (MAARDS) and all other related documentation.(5%)
- 7) Participates, as requested, in the assessment of prospective partners' administrative and institutional capabilities to implement USAID programs. Assists with other duties as assigned by his/her supervisor or designee. (5%)

DESIRED QUALIFICATIONS:

EDUCATION: College Degree in accounting, finance or business administration or equivalent is required.

EXPERIENCE: Four (4) to six (6) years of progressive experience in public or private sector accounting, budgeting, and financial analysis. Other directly related private sector experience particularly working with automated accounting systems. Two years of US Government accounting experience is desired.

LANGUAGE: Level IV in English and Spanish is required. At this level, the incumbent must have a 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. Written English skills are particularly important. Must be able to clearly express ideas moreover, concepts accurately both verbally and in writing.

KNOWLEDGE: A thorough knowledge and understanding of generally accepted accounting principles, theories, practices and terminology, and familiarity with the laws, regulations and procedures governing financial management, including financial management guidelines and directives. Good knowledge of standard computer software applications, particularly in financial applications is required.

SKILLS AND ABILITIES: Ability to acquire a comprehensive knowledge and expertise in USAID project planning, budgeting, funding and implementation. Working knowledge of computers and related word processing equipment. Ability to formulate recommendations for maintaining specialized segments of accounting systems in a high state of efficiency. High level of analytical skills and sound judgment to effectively manage the financial management system database, resolve problems, develop queries and reports, and recommend improvements. Good communication skills, both oral and written.

Additional selection criteria: *The selected applicant will have to satisfy the requirements of a pre-employment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L.438,571.00 to L.745,563.00.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above. This position is located in the Office of Financial Management of USAID/Tegucigalpa.*

Qualified applicants should submit their **résumé in English** to USAID/Honduras no later than **Thursday, January 26, 2012**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: accountant@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the Vacancy Announcement number or Position Title mentioned in this announcement.



Ken Seifert

Acting Executive Officer