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Vacancy Announcement USAID FN No. 12-003

Position Title:	**Voucher Examiner**
Full Level of Performance:	**FSN PSC - 7**
Area of Consideration:	**All interested candidates who have the required work and/or residency permits**
Location of Position:	**Office of Financial Management (OFM) Tegucigalpa, Honduras**
Starting Date:	**March 7, 2012**
Closing Date:	**March 16, 2012**
Hours of Work:	**Monday through Friday (40 hours per week)**

BASIC FUNCTION:

This position is located in the Office of Financial Management (OFM) and serves as the Voucher Examiner and Administrative Assistant. Duties include the log-in of invoices and vouchers into the Agency's official accounts payable module, and provides administrative support to the regionalization of voucher examination and payment processing in San Salvador. Audits, reviews, and processes payments, US dollar and Local Currency, Program and Operating Expense (OE) payment requests, including vouchers, advance requests, and liquidations of advances. Also responsible for evaluating and analyzing the source of funding and payment amounts. Assigns through the web, the credit card limits to all local travelers under the Declining Balance Credit (DBC) Card program. Performs a wide range of secretarial and senior administrative support duties. Supervises all filing and record keeping for OFM.

MAJOR DUTIES AND RESPONSIBILITIES:

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. Responsible for the log-in and posting of all vouchers received by the Mission into the Agency's official accounting system. Receives invoices and credit card statements, date stamps and registers them into the official accounting system. Logs vouchers in and out for administrative approval. On a weekly basis generates and distributes the Unprocessed Vouchers Listing report for Review of the Chief Accountant and/or Controller. Serves as liaison in support of the regionalization of the payment process in San Salvador. This includes scanning of vouchers and other supporting documentation for review, certification, and transmission to San Salvador using ASIST, the Agency developed imaging and storage system. Responsible for reviewing and analyzing invoices, credit card statements and claims for payment; ascertains that claims are valid and accurate; implements procedural safeguards to ensure that improper and duplicate payments do not occur; and assures the timeliness of approvals and payments in full compliance with the Prompt Payment Act. Provides notification to Mission employees when requested payments are fully processed. 40%

2. Serves as a Voucher Examiner by processing payments, US dollar and local currency, for Operating Expense, Project Funded Dollar Appropriations, and Local Currency Trust Funds assuring claims are in compliance with US Government regulations and contract payment provisions prior to certification. Reviews invoices, computations and discounts for accuracy, and evaluates and analyzes sources of funding for obligations. Evaluates vouchers and other payment requests for required authorizations, certifications, and back-up documentation. Utilizing the official accounting system verifies that funds are available and obligated for payment. Verifies that advance requests are approved in accordance with Agency Cash Management Policy and established procedures. Records vouchers in the official accounting system. After certification of Trust Fund vouchers, issues a memorandum to our local bank providing instructions for the issuance of payment checks. 25%

3. Responsible for maintaining and assigning through the web, the credit cards limits to all local travelers under the Declining Balance Credit (DBC) Card program. Provides guidance to travelers on opening their bank account thru the web and preparation of travel vouchers. 10%

4. Types and prepares a variety of correspondence, including documents in Spanish and English. Ensures that all documents are in proper form, consistent with standard requirements, free from typographical mistakes and grammatical errors. Edits and updates

reports as necessary. Performs research as requested. Work includes cables, letters, memoranda, and tabular, statistical and financial reports. Tracks correspondence for clearance, signatures and approvals. 10%

5. Supervises all filing and record keeping for OFM, while directly organizing and maintaining the ASIST electronic filing system for the processing of all Mission generated payments. Maintaining the ASSIST electronic system is an extremely important duty, involving a large volume of documentation that affects the Agency's ability to meet its obligations under the Prompt Payment Act, as the system will be used by San Salvador as the main source of data for all payment processing. Ensures coding of filed and archived documents meets standards for easy identification, including separation and identification of subject and working files. Retrieves documentation from files and records for entire OFM staff, including records and documents in off-site storage. 10%

6. Serves as back-up to the Pay Liaison Clerk during the periodic absences of the incumbent on administrative office related duties. Performs other duties as assigned by the Chief Accountant or his/her designee. 5%

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school in specialized secretarial and accounting training, including office management and word processing, spreadsheet, and presentation software training is required. Two years of college or technical studies in accounting or related field is desired.

EXPERIENCE: Minimum of three (3) years of experience in secretarial and office management, voucher examination and accounting is required. Other directly related experience particularly working with automated systems and with other U.S. Government agencies is preferred.

LANGUAGE: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). Level III (Good Working Knowledge) in English is required. At this level an employee is required to have a good working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public,including both English speaking and non-English speaking persons. Level IV in Spanish is required.

KNOWLEDGE: A thorough knowledge and understanding of financial and accounting principles and systems; voucher processing and review procedures; administrative office procedures including operating procedures, correspondence formats, protocol, and filing requirements.

SKILLS AND ABILITIES: Excellent computer skills, especially in accounting systems applications, spreadsheets and word processing. Demonstrated analytical ability and skill to assess the reliability and value of the information and decision making capabilities. Ability to comprehend, and properly interpret and apply to the voucher examination process the payment terms and conditions. Must have a high facility in manipulating numbers where minor calculations are involved. Good communication skills, both oral and written. Strong interpersonal skills. Good typing skills and ability to use various office machines.

Additional selection criteria: *The selected applicant will have to satisfy the requirements of a preemployment 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.216,045.00 to L.367,277.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above.*

Qualified applicants should submit their résumé to USAID/Honduras no later than **3:00 p.m. on Friday March 16, 2012.** Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: voucherexaminer@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the PositionTitle mentioned in this announcement. The following websites are available for additional information: http://www.usaid.gov/hn/employment.html or http://honduras.usembassy.gov/vacancies.html.

Ken Seifert
Acting Executive Officer