



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Accountant, FSN-09
(Financial Management Office)

VACANCY ANNOUNCEMENT No. 16-02

OPENING DATE: June 29, 2016

CLOSING DATE: July 20, 2016 (5pm Baghdad time)

MARKET VALUE: FSN-09 (USD 29,900 – USD 44,852 basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-09. A training grade level, below FSN-09, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

This position is located in the Office of Financial Management (OFM), USAID/Iraq. The primary purpose of this position is to serve as an accountant with responsibility for providing project and operating expense (OE) accounting and related fiscal support to the Mission. Maintains and periodically reviews, reconciles and balances both OE and technical program accounting records for grant and unilateral projects for USAID/Iraq. Prepares necessary periodic reports based on these records. Review and confirm funding data for Requisitions in GLAAS. Commits and obligates funds, reconciles accounts and provides information to Mission management. Performs SF-1221 reconciliations each month with US Government authorized Disbursing Offices. Closes out purchase orders and de-obligates remaining funds.

Major Duties and Responsibilities:

- A.** Maintains all levels of financial activity for USAID/Iraq through Phoenix system such as Mission budget allowances, program and operating expense accounting records, accrued expenditure records, disbursement and advance controls, determining the legality and validity of all potential obligations in accordance with 5 USC Section 1311 and taking into account General Accounting Office and USAID funding source policies. Pre-audits and posts financial transactions from a wide variety of documents, such as contracts and grants, purchase orders, travel authorizations, miscellaneous obligating documents, SF1221 disbursing office reports of disbursements, and inter-agency payment and collection (IPAC) reports. Ensures the accuracy and completeness of Phoenix financial records, and prepares adjustment/correction documents (Journal Voucher, SF-1097 and SF-1081) when needed to keep appropriation accounts balanced and reconciled. **40%**

- B.** Controls recurring obligations. Prepare journal vouchers to increase amounts in each recurring obligation as required. Review various commitment and obligation documents and ensure they are prepared correctly; e.g., on travel authorizations, checks travel regulations to ensure entitlements, proper amounts, etc. Validate these documents for funds availability within amounts allowed and/or available. Enter commitments and obligations as applicable in Phoenix. **20%**

C. Participates in the development and monitoring of budget information for operating expense operations. This includes capturing budgetary information that is necessary for submission of the Mission's BFEM (OE budgets, workforce planning, special operations and account reporting). Tracks and monitors budget once it is approved. Identify areas of improvement in budgeting, accruals, accounting processes and other reporting and recommend reducing costs and expenses. Also analyses new and revised procedures as they affect workloads.

10%

D. Responsible for conducting an on-going, comprehensive analysis of the Mission's disbursements with US Government authorized Disbursing Offices. This involves the reconciliation of amounts posted with amounts reported by appropriation and relevant obligation, the identification of non-posted amounts and verification of appropriation charged, and the initiation of steps to correct appropriation errors and ensure correct entries are posted to Phoenix.

10%

E. Assists in the compilation, analysis, and submission of periodic accounting reports including Quarterly Data Call reports. These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, Foreign Service National Separation Pay); etc.

10%

F. Distributes financial reports to Mission officials, with additional explanatory notes on highlights of these reports, where necessary. Contact vendors to update banking and other required information in the system.

10%

G. Other duties in support of USAID/Iraq financial operations as may be assigned from time to time.

15. Qualifications Required For Effective Performance

a. **Education (10 points):** Successful completion of a Bachelor's degree from an accredited University in accounting, finance, business or a closely related field is required.

b. **Prior Work Experience (25 points):** A minimum of three years of responsible experience in accounting, accounts maintenance, bookkeeping and general business management and/or a closely related accounting technical work with international organizations or U.S. grantee/contractor is required.

c. **Language Proficiency (20 points):** English Level IV (fluent) written and spoken is required. Arabic Level IV (fluent) written and spoken is required. **(Language proficiency will be tested)**

d. **Job Knowledge (20 points):** Thorough knowledge and understanding of basic accounting principles and theories is required. Must have the ability to acquire knowledge of appropriation and allotment accounting procedures used in maintaining, reconciling, balancing and closing complex accounts in USAID activities; knowledge of automated system and the mechanized fiscal account code structure.

e. **Skills and Abilities (25 points):** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile and balance accounts; and to relate the purpose and objectives of their costs and fiscal requirements. Excellent skills in using MS Excel, Word & other spreadsheets in a Windows environment are required. Ability to utilize data processing techniques (MS Office applications; spreadsheets, Internet) is also required.

How to apply for this Vacancy Announcement

Interested applicants MUST submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Universal Application for Employment (UAE) (Form DS-174), which is available on the website <http://iraq.usembassy.gov/jobsvacancies.html>;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;

Applications should be forwarded only on the email: iraq-jobs@usaid.gov address. Only signed applications submitted on the prescribed application DS-174 Form and on the email address given in the vacancy announcement will be considered. When submitting an application, the vacancy announcement number and the title of the position must be mentioned in the subject line. Incomplete applications, unsigned or applications received after the closing date will not be considered. Only short listed candidates will be contacted for their test/interview.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov