

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-11-007

OPEN TO: All Interested Current Employees of the Mission

POSITION: Accountant
Financial Management Office

OPENING DATE: September 22, 2011

CLOSING DATE: October 05, 2011

WORK HOURS: 40 hours/week

SALARY: JD11,957 – JD19,731
Position Grade Level 09

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for an Accountant in the Financial Management Office (FMO). This is a Personal Services Contract (PSC) position, grade FSN-09. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-09 level.

Basic Function:

The incumbent works under the direct supervision of the Financial Management Office Chief Accountant and is part of the managing team of the Mission's Accounting system. The incumbent is responsible for 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 Mission reporting; and providing advice to Mission personnel on financial issues.

The incumbent is also responsible for various accounting and budgeting functions. This position performs duties in the following areas of financial management:

- A. Ensuring validity, accuracy, and completeness in processing accounting transactions.
- B. Validating accounts and records and making timely adjustments.
- C. Performing regular account reconciliations.
- D. Assisting with operating expense budget formulation and tracking.

Major Responsibilities:

Management Accounting:

The incumbent has direct responsibility over the source documentation that forms the input to the Mission's management and accounting information system, Phoenix. The incumbent is responsible for planning, designing, reviewing, evaluating and posting a complete range of activities from commitment authorizations through sub-obligations. S/he provides funds control for activities for USAID/Jordan. Responsibilities include:

- Reviewing commitment and obligation documents for completeness and accuracy.
- Determining or validating proper accounting classification for obligations and commitments.
- Establishing and maintaining controls to ensure funded documents do not exceed funds availability.
- Recording all obligations, sub-commitments and sub-obligations, including recurring expenditures, timely and accurately in Phoenix; and
- Recording all financial and accounting transactions from a wide variety of documents, such as technical Agreements, Grants, Contracts, purchase orders, vouchers, journal vouchers, appropriation transfers, travel authorizations.

Accounts Validation:

The incumbent performs analytical reviews of accounting data to ensure reports are accurate and completed in a timely manner. This includes working with the Financial Analysts on periodic section 1311 reviews of all outstanding and un-liquidated obligations, and the preparation of quarterly accruals of project funds. The incumbent performs section 1311 reviews and accruals on operating expense funded obligations. In addition, the incumbent works with the Financial Analysts on monitoring program outstanding advances. Prepares financial management reports as required by AID/W and Mission management. Responsibilities include:

- Reviewing the status and validity of obligated funds.
- Verifying the accuracy of financial and accounting data and appropriateness of documentation to support accounting entries and to support fulfillment of conditions precedent to disbursement.

- Researching solutions to discrepancies.
- Regularly reviewing un-liquidated obligations to determine if they are still valid in accordance with established criteria and program documentation. Assist with quarterly 1311 review for all OE obligations. Review with the Chief Accountant and process necessary journal vouchers in Phoenix with all supporting documentation.
- Assisting in the preparation of accruals, documenting problems, trends, and preparing evidence needed to carry-over or de-obligate excess funds for all program obligations/sub-commitments or sub-obligations.
- Resolving errors and discrepancies with obligating documents; and
- Adjusting accounts and records in Phoenix as appropriate by preparing journal vouchers for funding adjustments.

Reconciliations:

The incumbent performs Phoenix closings and reconciliations together with the preparation of required reporting by Washington, including technical audits of data to confirm compliance with reporting regulations. S/he periodically analyzes accounting data, prepares reports showing trends or deviations from approved budget/plans, and makes recommendations/suggestions addressing deviations – thereby assisting or contributing to the Mission’s decision and policy-making process. In that capacity, the incumbent is responsible for:

- Performing monthly reconciliation with the USDO, including the reconciliation of amounts posted and reported by appropriation, fund and 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 in Phoenix.
- Preparing adjustment/correction documents (Voucher and Schedule of Withdrawals-SF 1081’s, Journal Vouchers and Schedule of Cancelled or Undelivered Checks-SF 1098).
- Preparing the monthly reconciliation (SF 224) to reflect all disbursement transactions processed by the Mission for that particular month; and
- Clearing outstanding prior period reconciling items.

Budget Formulation & Tracking:

The incumbent serves in the 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. S/he provides information, advice, and assistance to the Contract/Agreement Officer Technical Representatives, Executive Officer, Program Officer, Technical Officer Directors and program implementation teams regarding budgeting and funding. In that capacity, the incumbent is responsible for:

- Assisting the Chief Accountant with the preparation of the annual Operating Expense Budget of approximately \$5.0 million.
- Collecting data for anticipated non-expendable property purchases, personnel changes and reclassifications, and recurring operating costs.
- Maintaining and updating budget tables, assumptions, and other documentation based on changing conditions.
- Assisting in maintaining complete accounting control records covering annual Operating Expense Budget and Program Funded Operating Cost Budget activities. Post necessary up-ward adjustments.
- Preparing monthly O.E. budget tracking reports to ensure obligations and disbursements are in accordance to the annual budget levels and authorities. Advising the Chief Accountant on the monthly status and whether adjustments are needed per each budget line item of the Expanded Sub-Object Class Code.
- On quarterly basis, reviewing the recurring obligations and ensuring sufficient funds are available. In coordination with the Chief Accountant, advising the amounts and allocation of required obligations for quarterly recurring Operating Expenses.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Bachelor's degree in Accounting is required.
Supporting documentation (i.e., bachelor degree certificate) must be included in the application for eligibility purposes.
2. Four years of progressively responsible experience in accounting or bookkeeping is required. Two of the four years with the U.S. Government is highly desirable.
3. Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Arabic (modern standard) into precise and correct English, and English into precise and correct Arabic. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.

4. Skills & Abilities:

- a) Must have demonstrated strong analytical and organizational skills.
- b) Must have demonstrated the ability to organize and prioritize complicated, diversified and integrated accounting workload.
- c) Must have demonstrated the ability to analyze, organize and control a large volume of detailed and complicated accounting records. Must have demonstrated the ability to stay abreast of a large volume of details relative to many activities over a long period of time.
- d) Must have demonstrated experience in preparing correspondence, spreadsheets, and reports.
- e) Must have demonstrated expert computer skills knowledge in specialized software including Windows and Microsoft Office Suite (Word, Excel, Access, Outlook and PPT). Must have demonstrated ability to navigate the internet with ease.
- f) Must have demonstrated ability to work within a team and under pressure, multi-task, and produce accurate documents.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interview will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must have completed 52 weeks of employment in their current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to: Email: usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.