

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-12-009

OPEN TO: All interested candidates

POSITION: Project Accountant
Financial Management Office

OPENING DATE: May 24, 2012

CLOSING DATE: June 6, 2012

WORK HOURS: 40 hours/week

SALARY: JD15,298 – JD25,248
Position Grade Level 10

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Accountant in the Financial Management Office (FMO). This is a Personal Services Contract (PSC) position, grade FSN-10. 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 also be considered only after it is determined that there are no other 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-10 level. USAID/Jordan may select more than one candidate with this solicitation.

Basic Function:

The Project Accountant 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 primarily responsible for identifying sources of funding for Mission projects; coordinating the calculation and documentation of quarterly accruals with technical offices; reviewing and posting accruals to the accounting system; maintaining the accuracy of data within the Mission's project reporting system; preparing pipeline and project status reports; reviewing, processing, and recording accounting transactions; preparing program funding documents; formulating and tracking program support budgets; and maintaining vendor records within Phoenix. The Project Accountant's range of duties cover the Mission's annual program operating year budget of \$363 million.

Major Responsibilities:

Accounting Operations

The incumbent assists in establishing and maintaining policies and procedures for the operation of financial systems and required subsidiary systems for both appropriated funds and local currency. The Project Accountant assists in the responsibility to maintain the integrity of all financial systems data. While primarily concerned with program funds, the incumbent will provide similar services for operating expense funds when necessary, as determined by the Chief Accountant. The incumbent monitors the pre-validation techniques to ensure that obligations do not exceed available funds and that they are used for legitimate program needs. S/he reviews obligating documents before obligations are recorded. The incumbent reviews all accounting transactions and journal voucher adjustments before posting to the official records. The incumbent provides advice and assistance to Mission personnel on all financial management operations requirements, with particular emphasis on the financial system. The incumbent advises technical officers on cost elements of activities, conducts special analyses of program activities, and provides financial information support to program activity committees; as required. The incumbent conducts periodic reviews to ascertain the validity of recorded obligations in accordance with legal requirements, provides funding data for all types of obligations via GLAAS, E2i, other systems or on paper documents, prepares master funding documents, assists with contract close-outs, and creates new vendor records within the accounting system. Assists with performing monthly 1221 and 224 reconciliations, as necessary.

Project Reporting

The Project Accountant is responsible for the completeness and accuracy of the Mission's project reporting system (MAPPR). MAPPR is used to create pipeline and project status reports and to track program support expenditures. The incumbent maintains project mapping tables and project reference data within MAPPR that are used to produce project reports. Using MAPPR, the Project Accountant will produce quarterly pipeline reports and periodic project status reports for use by Technical Teams, the Front Office, and the Financial Management Office.

Project Accruals

The Project Accountant is responsible for ensuring the accuracy, timeliness, and documentation of quarterly project accruals. The incumbent provides guidance and support to the Mission's Contracting/Agreement Officer Representatives (CORs/AORs) in formulating accruals that accurately reflect liabilities at the end of each quarter. The Project Accountant ensures that accruals are provided by CORs and AORs, reviews accruals for support and reasonableness, and posts accruals to the financial system in accordance with deadlines established by USAID/Washington.

Program Support Budget

The Project Accountant is responsible for formulating and tracking program support budgets covering Mission projects. The incumbent will estimate annual funding

requirements for Foreign Service National salaries, benefits, training, travel, and other related support costs needed to execute projects. The incumbent will track actual expenditures against the budget, provide variance analysis, and prepare documentation to provide incremental funding to support contracts or other obligations when needed.

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 degree in Accounting is required.
Supporting documentation (e.g. a copy of bachelor's degree diploma) must be included in the application for eligibility purposes.
2. At least five years of progressively responsible experience in public or private accounting formulating and tracking budgets, reporting on financial results, and providing general accounting services such as calculating accruals and reconciling accounts.
3. Level IV in both written and spoken English and Arabic 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 the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; else candidate will be tested again.
4. Skills & Abilities:
 - a. Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology.
 - b. Must have demonstrated high level analytical skills to effectively carry out assigned duties.
 - c. Must have demonstrated the ability to understand the capabilities of the financial management system.

- d. Must have demonstrated computer skills in specialized software including Windows 2003 and the Microsoft Office Suite.
- e. Must have excellent interpersonal skills to effectively communicate with non-financial personnel.

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. Internal Embassy 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.