# POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO:** **05/2014**
**OPENING DATE:** **02/10/2014**
**CLOSING DATE:** **02/25/2014**
**POSITION TITLE:** **SENIOR ACCOUNTANT/BUDGET SPECIALIST, FSN-10* (2 positions)**
**WHO MAY APPLY:** **ALL HOST COUNTRY NATIONALS**
**OFFICE:** **USAID/Central Asian Republics/Almaty, Kazakhstan**

**MAJOR DUTIES:** Under the direct supervision of the Supervisory Accountant, the incumbent is responsible for:
**1) Budget Formulation, Analysis and Monitoring:** a) develops assigned budgets using sophisticated Budget Master and Web ICASS software; b) compiles budget projections and analyzes against probable budget availability based on detailed forecasts and analysis of past and planned expenditure activity and cost projections; c) supports formulated budget with justifications and documentation of projected expenses; d) monitors and controls execution of the annual budgets, notifies management about budgetary constraints and proposes solutions to funding deficits based on reviews; develops "what if" scenarios and justifications for budget requests; e) executes and monitors the approved budgets for various available funding sources; f) reviews obligation records to determine the need for additional resources and prepares estimates for budget allowances requests; g) forecasts the assigned budgets needs for future years the annual Budget Formulation and Execution Management process and assists in developing and forecasting Program Support budget needs.
**2) Accounting**: a) regularly reviews, analyzes, and evaluates assigned accounts to identify historical and projected pipeline trends, time and budget limitations of funding sources, etc.; and monitors the pipeline obligations for compliance with forward funding policies; b) monitors budget allowance ledgers in Phoenix from the appropriation to the activity level and prepares regular budget allowance status updates to reconcile allocated funds with approved budgets; and monitors the actual obligations and expenditures, ensuring conformance with applicable guidance, Mission policy and procedures, and applicable government regulations; c) in cooperation with the Accountants, develops regular obligation plans based on the approved budget and available funding, and reviews quarterly requirements for recurring expenses in light of expenditure trends; d) prepares travel, training, and procurement budget status reports, pipeline analysis, ICASS analysis, quarterly budget requirements, and other reports in accordance with the reporting requirements; e) considers areas of possible enhancement of accounting operations and recommends improvements in efficiencies and internal controls; f) provides clearances pertaining to regulations and policies on forward funding and appropriate use of funds, and advises management and teams on financial rules and regulations, and on the cost-effective use of funds; g) prepares and analyzes expenditure reports generated from the financial system and records quarterly estimates of accrued expenditures; h) serves as a backup to other Budget Specialists, Accountants and Supervisory Accountant in their absence; i) performs other duties as assigned.

**MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

**- Education, skills and experience (60%):** A university degree in accounting, finance, public/business administration or its equivalent. Minimum four years of progressively responsible experience in professional accounting, auditing, banking or other related sphere. Minimum two years of experience with U.S. Government agency or international organization. A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. Highly developed analytical and planning skills, and the ability to interpret and apply sound accounting principles and financial management techniques. A sound knowledge of computer software (e.g. MS Office applications, specialized programs, etc.) and electronic information handling.
*** Full performance level (FSN-10):** Advanced knowledge and thorough understanding of USG/USAID funding and accounting policies and procedures (e.g. appropriation and allowance accounting procedures used in maintaining, reconciling, balancing, and closing complex accounts for U. S. Government activities, etc). Demonstrated proficiency with USG/USAID accounting and financial applications, including Phoenix and Phoenix Viewer, etc. Minimum two years of experience with the USAID financial administration, accounting, financial reviews, audit management, accrual development, as well as internal administrative processes.
**- Teamwork/Interpersonal, Communication and Language Skills (40%):** Excellent communication (both oral and written) and interpersonal skills. Candidate must be highly organized, be strongly customer service oriented, and able to work under pressure. Effective written and oral communications, tact, diplomacy and excellent interpersonal skills. Level IV (Fluent – Oral and Written) English and Russian.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB Tuesday, February 25, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.