



VACANCY ANNOUNCEMENT

The United States Government, represented by the Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Document Control Clerk** for its Mission in Liberia.

VACANCY NUMBER: VA-669-15-000010
OPEN TO: All interested candidates
POSITION: Document Control Clerk
OPENING DATE: July 20, 2015
CLOSING DATE: August 7, 2015
WORK HOURS: Full Time/40 hours per week
SALARY: **FSN-6:** (Salary ranging from USD 11,500 p.a. to USD 17,246 p.a. depending on full performance standard)

Note: All ordinary resident applicants must have the required work and/ or resident permits allowing work in country before being eligible to apply.

BASIC FUNCTION OF POSITION:

The position is located in the Office of Financial Management (OFM), USAID/Liberia. He/she serves as the Document Control Clerk, logging in, scanning and tracking all official documents received by OFM with an emphasis on invoices and payment vouchers. The incumbent identifies and forwards vouchers to the appropriate approving officials, voucher examiners and others as necessary.

MAJOR DUTIES AND RESPONSIBILITIES

Receives all incoming claims for payment and date-stamps and logs into the PHOENIX system. For vendor invoices received without an accompanying SF-1034 voucher form, prepares the form as a cover to the invoice. When recording into Phoenix, looks up the proper vendor record and enters relevant data such as payee's name, invoice date and number, invoice amount, type of currency, description of goods or services to be paid, U.S. Disbursing Office code, etc.

Attaches copy of proper obligation document; gets receiving report if applicable; and assigns Voucher Examiner. Determines whether the payment is subject to Prompt Payment Act requirements and establishes accordingly the applicable payment due date for each payment. Annotates each invoice, voucher or claim with document control number assigned by the Phoenix system. Distributes the invoices, vouchers or claims to the Approving Officials and Voucher Examiners for review and processing for payment.

Coordinates the Agency Secure Image and Tracking system (ASIST) for the OFM. Manages the scanning process of documents, distributes and collects vouchers and other relevant accounting documents for scanning, and ensures documentation are handled in accordance with agency storage, retention and destruction guidelines. Files hard copy vouchers and their attachments in accordance with established classifications. Vouchers must be filed in a wide variety of project and OE files, including activity agreements, contracts, purchase orders, travel authorizations and requests and selected vendors, etc.

Prepares hardcopy vouchers for off-site storage as required by Regulations and archives electronic documents following established Guidance and Standards.

Distributes copies of paid vouchers to vendors, Procurement or Project Officer; send payment notification to employees. Retrieves voucher and accounting documents as requested by authorized staff.

OTHER DUTIES AND RESPONSIBILITIES

Daily generates and reviews the list of unprocessed vouchers that are outstanding for administrative approval and follows up with C/AORs, Acquisition & Assistance (OAA), Executive Office (EXO) and others as appropriate to ensure that the

vouchers are returned within 5 work days in order to comply with Prompt Pay Act requirements. Provides a daily unprocessed voucher report to all voucher examiner personnel and OFM management for review.

Prepares forms SF 1098 for check cancellations for processing. Maintain a complete and comprehensive list of all cancelled check requests.

Issues OFM bills for collection generated as a result of overweight transportation bills and excess travel advances over allowable travel costs. Bills for collection are to be issued daily as vouchers are certified by the Certifying Officer. Copies are distributed to the employee and Accounts Receivable Accountant.

Provides customer response service to all payees, OAA and other Mission staff. Answers questions as to status of individual vouchers and when payment is estimated to be processed. Filters questions and researches background information in order to notify OFM management of any real urgent or emergency requests for payments which appear to be genuine and requires senior OFM management attention.

Assists in preparation and/or review of vouchers processed by other voucher examiners as requested by OFM management.

Performs other duties as assigned.

QUALIFICATION

- a) **Prior Work Experience:** A minimum of two years' experience in accounting or a closely related field is required. Practical knowledge of basic accounting concepts and the flow of accounting transactions are required.
- b) **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objective to projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also required.
- c) **Oral and Written Communication/ Language Proficiency:** Level IV English ability (fluent) is required. Excellent written and verbal communication skills, reflecting the ability to analyze and report clearly and concisely, to be demonstrated through interview, sample reports or articles written by the applicant.
- d) **Education:** Completion of post-secondary school training in Business studies or Accounting (Diploma) is required.

Selection Process

After an initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

How to Apply

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position.
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copies of certificates, awards, degrees) that address the minimum requirements of the position).

Submit application to:

Document Control Clerk position
USAID/Liberia
C/O American Embassy, Gate 3, Mamba Point
Attention: S. Browne; USAID/EXO/HR
sbrowne@usaid.gov and amangou-koon@usaid.gov