



# Peace Corps-Philippines

The United State Peace Corps program in the Philippines seeks qualified candidates for the following key position:

## **Administrative Assistant-Finance** **(Code: AAF)**

**TYPE OF CONTRACT: Personal Services Contract**

### **BASIC FUNCTION OF POSITION**

Mainly responsible for the recording of Peace Corps (PC) financial transactions to PC financial system: Forpost. Assist Financial Analyst in Budget review/monitoring, reporting and implementation. Provides assistance to Peace Corps Volunteers on financial related matter. The Admin Assistant-Finance will be supervised by the Financial Analyst.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **1. Accounting (40%)**

- a. Prepares Purchase Order (Obligation) and Purchase Request (Commitment), and ensures accurate amount and correct fiscal coding entered into PC accounting system, reviews completeness and accurate documents to support obligation.
- b. Ensures unauthorized commitment and obligation will not be processed in PC accounting system
- c. Prepares Cashier and Non Cashier voucher on a timely manner, ensures accurate amount and only valid payment will be processed and ensures all related documents are available to support disbursement of funds.
- d. Ensures compliance on procurement regulation to support vouchering requirements.
- e. Prepares Bill of Collection on a timely manner and ensures complete and accurate documents to support collections.
- f. Requests and coordinates setting up new vendor in the system in a timely manner, monitor and make a follow-up on its progress as needed.
- g. Responds in a timely manner on vendor's inquiry about EFT payment status, EFT payment reconciliation and EFT notification to vendors
- h. Ensures availability of funds to cover Interim/Cash Advance
- i. Responds in a timely manner on all HQ inquiries regarding Vouchers.

#### **2. Financial Analysis (40%)**

- a. Ensures determination of availability of funds prior to making obligation
- b. Reconciles quarterly budget download in Forpost as per approved Operating Plan and Mid-Year Budget adjustment
- c. Reviews open obligations quarterly and performs thorough and comprehensive review of open obligation prior to fiscal year end closing.
- d. Continuous evaluation of sufficiency of obligation balances includes but not limited to staff travel, payroll related accounts, airfare, and lodging.
- e. Prepares various schedules and analyses to assist Financial Analyst in the preparation of Mid-Year Review and Annual Operating Plan

- f. Closely monitors spending level against approved budget across all purpose code.
- g. Closely coordinates with Training Assistant on financial requirements in relation to requesting Purchase Order, Vouchers and cash requirements.

### 3. Other Administrative Support (20%)

- a. Assists Financial Analyst on surveys tabulation and analysis includes but not limited to PCV allowances and staff per diem allowances.
- b. Facilitates deposits of Volunteers' reimbursement if needed.
- c. Attends to Volunteers' financial and administrative concerns like email inquiries, ATM card lost (in case cashier is not available), etc.
- d. Conducts admin sessions from time to time as requested by the supervisor
- e. Back up cashier functions such as
  - o Deposits allowances of volunteers, and check payment for vendors using deposit slip
  - o Assists with opening of Volunteer bank accounts and requests for replacement of lost ATM cards, and any other problems that arise.
  - o Prepares and sends allowance and reimbursement information to volunteers every time a deposit is made thru email and pouch
- f. Performs other duties or activities as required and directed by the Financial Analyst

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## QUALIFICATIONS

- Applicants must possess a college degree from a recognized university, in Accounting, Finance or Business Administration. Valid CPA certification **is a strong plus and advantage.**
- Minimum of five [5] years of progressively responsible experience in accounting, finance and budgeting with significant knowledge of general business administration, budget planning and administrative operations.
- Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources.
- Sound knowledge of appropriation and allotment, bookkeeping and accounting procedures related to maintaining, reconciling and closing accounts in US government activities, including appropriation funding, allotments, obligation and disbursements **is an advantage**; working knowledge on accounting procedures and operations of integrated computerized accounting system is an **is highly preferable.**
- Experience in a volunteer organization or non-profit organization **is an advantage.**

## SKILLS, KNOWLEDGE and REQUIREMENTS

- Thorough knowledge of budgeting process – financial planning, implementation, monitoring and control is a must; Government accounting (allotment, commitment, obligation, liquidation) knowledge is an **advantage**;
- Ability to recommend solutions on financial and administrative issues.
- Demonstrated ability to ensure accurate and thorough attention to detail that includes data entry to Forpost (PC accounting system), analyses and interpretation of complex financial information and budget or management reports.
- Strong communication skills with the ability to communicate verbally and in writing in clear and concise English at a professional level. Be fluent in Tagalog.
- Possess strong people skills with the ability to develop effective, trust-based relationships with diverse individuals in a multi-cultural environment.

- Ability to work effectively at all levels within the Peace Corps Agency, including U. S. Mission in the Philippines; possess the confidence to professionally and proactively present recommendations and escalate issues to senior management, particularly critical issues beyond one's immediate scope of authority.
- Proven resourcefulness in researching matters on U.S. Federal and State department regulations, Philippines labor law, Peace Corps Manual, Overseas Financial Management Handbook, Foreign Affairs Handbook and Foreign Affairs Manual prior to rendering recommendations to the Financial Analyst.
- Ability to contribute to the process improvement process by assessing, analyzing and recommending practical, cost-effective solutions.
- High degree of proficiency in MS applications, particularly in MS excel with proven ability in developing spreadsheet in complex formulation.
- Possess a valid passport and be able and willing to travel occasionally in the Philippines or overseas to attend training events as necessary.
- Ability to obtain a background and security clearance to work in a U.S. Government agency.

**SALARY AND BENEFITS:**

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned on US Embassy benefits program

**PROCEDURES FOR APPLICATION:**

**Application letter:**

Candidates' application letters must describe how their qualifications meet the position criteria.

**Comprehensive CV:**

Qualifications, previous duties, responsibilities and accomplishments listed in the comprehensive resume/CV must all be verifiable. Application documents would best be in Adobe or PDF format of **not more than 10MB**. Please do not email scanned copies of documents that are not asked for.

Please send your application letter and CV/resume to **vacancy@ph.peacecorps.gov**. **NB: All applications are due by Saturday, October 11, 2014 by 6pm.** Due to the volume of inquiries, only candidates meeting the position requirements will be contacted for an interview. Phone calls or email inquiries will not be entertained.