

U.S. Embassy Rabat ✧ Human Resources Office
Vacancy Announcement
ACCOUNTING TECHNICIAN
Announcement Number: 11-32

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: Accounting Technician, FSN-07, FP-7*

OPENING DATE: Friday, July 22, 2011

CLOSING DATE: Friday, August 5, 2011

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: \$ 39,994 p.a. (Starting Salary based on 40 hours)
(Position Grade: FP-7 following confirmation by Washington)

*Ordinarily Resident: Gross Salary DH 135,793 p.a. (Starting Salary based on 40 hours including allowances, competitive bonus and benefits package. U.S. Mission will withhold from your gross salary employee's portion of the CNSS and CIMR contributions, health/life/disability insurance contributions as well as all tax obligations as imposed by the US and/or host country governments)
(Position Grade: FSN-07)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Rabat is seeking an individual for the position of Accounting Technician.

BASIC FUNCTION OF POSITION:

The incumbent maintains reviews, reconciles and balances accounting records for several budget allotments. Provides information to and assists the Financial Specialist in preparation of the budget and special reports as required for the accounts. Downloads daily files and reports from FSC Bangkok, develops appropriate communications with FSC Bangkok and obtains steps required for correction of problem transactions. Serves as backup to other Accounting Technicians

QUALIFICATIONS REQUIRED

NOTE: *All applicants must meet all qualifications and provide supporting documentation for each criterion below*

Education: A bachelor's degree from an accredited university, specializing in finance, business, or accounting is required.

Experience: Minimum one year of prior experience in vouchering or three to four years of progressive experience in accounting or budget work is required.

Language: Level 4 (fluency) in English is required.

Knowledge:

-Must have a thorough knowledge of accounting procedures.

Abilities and Skills:

-Must have excellent analytical skills.

-Must be able to meet deadlines.

-Must have extensive computer skills, including Windows, Word and Excel.

SELECTION PROCESS

When equally qualified, US Citizen EFMs and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current Ordinarily Resident employees must serve in the same position for a period of 52 weeks before being eligible to apply for advertised positions. A waiver to this requirement by the employee and cleared by the American supervisor must be submitted to the Human Resources Officer for approval prior to applying for a position.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment, DS-174 form.
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g. education diplomas, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION

- a) By mail to: Human Resources Office
Attention: Vacancy Announcement 11-32
Address: 2 Avenue Mohamed El Fassi (ex-Marrakech), Rabat
- b) By e-mail: RecruitmentRabat@state.gov

Important: If your application has been selected for further consideration, you will be contacted within 3-6 weeks from the closing date of this vacancy announcement for further testing and/or interview.

***DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Morocco provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The department of State strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

13. BASIC FUNCTION OF POSITION

The incumbent maintains reviews, reconciles and balances accounting records for several budget allotments. Provides information to and assists the Financial Specialist and/or Budget Analyst in preparation of the budget and special reports as required for the accounts. Downloads daily files and reports from FSC Bangkok, develops appropriate communications with FSC Bangkok and obtains steps required for correction of problem transactions. Serves as backup to other Accounting Technicians

14. MAJOR DUTIES AND RESPONSIBILITIES

- a) The incumbent maintains, reviews, and balances accounting records for assigned allotment accounts. Promptly processes advices of allotments, ensuring that proper information is submitted to FSC Bangkok. Determines obligations in accordance with financial plans. Analyzes spending patterns and computes estimated costs for the quarterly recurring obligations of employees' salaries and benefits, telephone and utilities, rentals, contracts, BPA's, etc. Processes new obligations such as purchase orders, travel orders, and contracts. Codifies obligating documents by type of expenses using the appropriate allotment, bureau code, function, and sub object code after determining validity and that the funds are available, in accordance with U.S. appropriation law and State Department policies. Verifies that Vouchering Unit has charged the correct fund site and processes journal vouchers to correct errors.
- Obligations and allotments must be posted on daily fund control ledgers to guarantee that available funding is not exceeded. Reviews and records financial transactions from purchase orders, vouchers and journal vouchers and makes adjustments and deobligations of funds (ULO) as required on a regular basis. Informs Financial Specialist and/or Budget Analyst of funding available so all funds are obligated by the end of the fiscal year.

60% OF TIME

- b) The incumbent reconciles incoming FSC Reports (80's, 62's, & 60's) with post's cuff records on a continuing basis. Reviews RFMS reports of transactions processed through FSC Charleston's system of serviced accounts for discrepancies and makes corrections as required. Reconciles COAST reports with LANSPFMS daily to assure that funding and obligations processed at post are properly recorded and makes corrections as required. Reviews and adjusts outstanding obligations for accounts periodically to ensure validity in obligations. Reconciles petty cash expenditures assigning accounting data by strip-coding reimbursement vouchers. Serves as direct liaison with FSC Bangkok as required regarding serviced accounts. This involves contacting FSC for special processing of urgent transactions, to clarify conflicting data or obtain missing data e.g., pending obligations on In Transit (IT) and Rejected (RJ) status. Sends 60's and 62's to FSC each month.

The incumbent receives incoming 477's (advice of charge) from FSC Bangkok, reviews for accuracy and forwards corrections to Bangkok. These transactions often require some investigative work to determine if the accounts are properly chargeable to post held allotments. For all accounts maintained, insures that expenditures do not exceed available funds.

The incumbent drafts reports and correspondence required for the accounts maintained. Consults with the Financial Specialist and/or Budget Analyst on the status of assigned allotments periodically to explain changes from previous reporting periods and makes on the timely recommendations for reprogramming. Assists the Financial Specialist and/or the Budget Analyst in preparation of annual submission of related Field Budget Plans and Mid-Year financial review of serviced accounts.

35% OF TIME

- c) Duties as assigned by the Financial Management Officer. Serves as backup for the downloading of FSC-60/62 reports, and the COAST.

5% OF TIME

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required. Some collegiate technical study in accounting, budgeting or management is highly desirable.

b. Prior Work Experience

One year minimum of prior experience in vouchering. Minimum field of expertise. Related book-keeping/accounting experience or 3 to 4 years of progressive experience in accounting or budget work.

c. Post Entry Training

The following post-entry training is needed: specific accounting policies and procedures of the assigned accounts, post accounting software applications (DIRECT CONNECT, COAST, etc.) and USG accounting procedures, terminologies and forms used by serviced agencies and FSC Bangkok.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).
Level IV in English.

e. Job Knowledge

Familiar with USG organizations and information regarding pertinent Department of State regulations relating to budget and Finance.

f. Skills and Abilities

Must have the ability to analyze and manage accounts that are affected and controlled by specific rules, regulations, account structures and codes. The ability to work under pressure and meet deadlines and to reconcile accounts periodically and by the end of the fiscal year. Must have good knowledge of computer networks and personal computers and advanced knowledge of EXCEL spreadsheets.

16. Position Element

a. Supervision Received

From Financial Specialist and Financial Management Officer

b. Supervision Exercised

N/A

c. Available Guidelines

FAM 3, 4, & 6, SR, ICASS directives, appropriation law and budget preparation manuals.

d. Exercise of Judgment

Must discern which items he/she can make decisions on and which must be brought to the attention of the Financial Specialist and/or Financial Management Officer.

e. Authority to Make Commitments

May process funds reservation pending the receipt of obligating documents for the FMO to approve.

f. Nature, Level, and Purpose of Contacts

The incumbent has a variety of contacts with administrative employees for serviced agencies to discuss status of accounts, availability of funds, as well as with other Embassy sections. The incumbent will also communicate with FSC Bangkok.

g. Time Expected to Reach Full Performance Level

It is necessary for the incumbent to completely assimilate all the functions of this position in one year.