

**USAID VACANCY ANNOUNCEMENT # VN12-001**

TO: All Mission Employees

FROM: Susan Cheung, Regional Executive Officer

SUBJECT: Vacancy Announcement - Voucher Examiner/Accounting Technician

DATE: May 18, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title: Voucher Examiner/Accounting Technician

Pos. No. and Grade: FSN 8, C-317

Division/Office: Regional Financial Management Office

**BASIC FUNCTION OF POSITION**

As a Voucher Examiner/Accounting Technician within the regional Controller's Office, which provides services to Peru, Brazil, Colombia, Ecuador, and Paraguay, s/he performs all duties required to administer, review, research, reconcile and balance the accounting records for multiple complex accounts which may also include contracts, grants, operating expenses, employee payroll, entitlement, and allowances transactions as needed. Assists in all stages of the preparation of Financial Reports and performs complex voucher examination including the most difficult and complex invoices for payment of goods and services relating to technical program activities and administrative operational and travel vouchers in order to effect payment to a wide variety of vendors, partners, contractors, customers missions, and employees.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Voucher Examiner Responsibilities**

1. Examines and audits a series of complex program and administrative vouchers relating to all manner of potential expenditures, including wages and earnings, in most cases making independent decision as to appropriateness of each voucher.
  - a. Verifies that appropriate authorizations and certifications are attached along with valid supporting documentation. S(he) records appropriate accounting transactions and ensures the availability of funds. Analyzes financial fiscal data to ensure accuracy, completeness, and that final payment vouchers are processed properly in accordance with all applicable regulations including the Prompt Payment Act.

- b. Responsible for complex transactions of multiple business units in multiple countries. Analyzes, verifies and records complex contracts and grants transactions in multiple countries using many languages and currencies. Transactions must be recorded and researched using multiple enterprise computer systems, including Phoenix, GLAAS, E2, WinTA and others.
- c. Corresponds, both orally and in writing, with contractors, grantees, host government officials, US governmental officials, vendors and employees concerning vouchers being examined to request additional information, clarification, and analysis regarding invoices and to provide guidance on voucher requirements. Provide training and instruction to Mission personnel, grantees, host government officials, and other implementing partners in USAID financial management policies and procedures that relate to payments, cash management, etc.
- d. Actively reviews and researches outstanding advances and performs necessary follow-up actions, including written memoranda to the COTRs. Participates in regular meetings to present and analyze the status of open advances. When determined that some advances are subject to Bill for Collection (BFC), prepares the BFC letter to the debtor, creates the journal voucher to offset the advance, and sends follow up letters to promptly recover the billed amount.

#### **Accounting Technician Responsibilities**

1. Provides support in the reconciliation of accounting records with US Disbursing Offices monthly reports.
  - a. Administers and maintains all necessary reconciling documents and files in accordance with regulatory guidance.
  - b. Performs reconciliation of unmatched accountable items, by taking the necessary actions, such as researching, preparing pertinent correcting documents (Journal Vouchers, SF 1097s and SF 1081s), obtaining missing documentation of vouchers processed by other Missions, identifying timing errors, etc.
2. Assists in the Preparation of Financial reports for Peru and client missions.
  - a. Prepares and submits all applicable reports as required, including but not limited to the SF224 report, Monthly Status Reports, etc.
  - b. Prepares and submits Quarterly Cash Reconciliation report as required by USAID/W. Prepares or assists in the preparation of other financial reports and charts as required.
3. Records quarterly accruals into Phoenix.

#### **Other Responsibilities**

1. Performs additional duties and responsibilities in accordance with all applicable regulations, policy, and local mission guidance, as assigned by supervisors.

**DESIRED QUALIFICATIONS:**

**Education:**

Completion of university studies in Accounting, Budgeting, Finance, Business Management or related field is required.

**Prior Work Experience:**

Three to five years prior related progressive work experience is required in Accounting, Finance or in Accounting Technician/Voucher Examination.

**Post Entry Training:**

Training in the Phoenix accounting system and in USAID policies and procedures.

**Language Proficiency:**

Spanish fluency and Level III English language is required.

**Knowledge:**

Solid knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting and reporting is required. A thorough knowledge of pertinent USAID laws, regulations and procedures related to budget, funds control and appropriation, account maintenance.

**Abilities and Skills:**

The person should be well organized, disciplined, intuitive, and analytical. Able to work under pressure, with high volumes of transactions and the disposition to work in cross-functional teams. Must possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to financial management policies and procedures issues. Proficiency in the design and application of electronic spreadsheets to perform complex analysis and reporting. Proficiency in the use of enterprise accounting systems.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

**To apply for this position, interested candidates should submit the following or the application will not be considered:**

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

**All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 by 4:00 p.m. Monday, June 4, 2012. Applications received after the closing date will not be accepted.**

Prepared by:EXO/HR