



USAID
FROM THE AMERICAN PEOPLE

BOSNIA-HERZEGOVINA

United States Agency for International Development in Sarajevo is announcing a vacancy for Lead Voucher Examiner in the *Regional Financial Management Center (RFMC) in Sarajevo

14-01, Lead Voucher Examiner, Position Grade: FSN-09, Salary range: 45,766.00 – 64,070.00 KM/year

Responsibilities: The Lead Voucher Examiner plans the work of the Voucher Examination Section, adjusting assignments as necessary to accommodate changes in client posts, vacancies in positions, and the skill levels of the staff. As a member of the RFMC Team, the Lead Voucher Examiner ensures performance of assigned duties reflect well on the Voucher Examination Unit and the Office, and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID in the Region. He / She plans the work of the unit to deal with the high volume of work, in an efficient, effective manner; determines changes in work assignments to accommodate changes in client posts, and to ensure coverage for periods of absence or to cover vacancies; develops methods to keep customers advised of the status of payments processed, or of problems encountered. Performs first level approval in PHOENIX system for all vouchers paid by RFMC; performs “pre-certification” reviews of the work of junior Voucher Examiners, to assure accuracy before submission of vouchers to certifying officers; provides advice, as needed, on the most complex payments being processed. Analyzes and evaluates new and revised systems, regulations, etc. to determine their impact on the Sections; recommends and guides the implementation of substantive changes in current methods and procedures to comply with new requirements and/or to improve operation; and, as required, participates on management team and committees, to provide technical input to the solution of management problems. Monitors the status of vouchers through the system; reviews data and reports, to ensure integrity of the information; and, develops applications in spreadsheet or database format to facilitate examination work or reporting.

Requirements: A University degree, or the local equivalent, in accounting, commerce, business administration, or related field is required. Five to seven years of progressively responsible experience in voucher examining, or in another core area of financial management, preferably with the USG, is required. This experience should have provided an emphasis on analytical, judgmental, and expository capabilities. Work in a computer enabled financial environment is required. Level IV (fluent) oral and written English and Bosnian/Croatian/Serbian ability is required. A thorough knowledge, or the ability to quickly gain such knowledge, is required of the basic requirements of applicable sections of the Automated Directives System (ADS), Standardized Regulations, Foreign Affairs Manual, Joint Travel Regulations, the Prompt Pay Act, and specific regulations and procedures of USAID voucher examining requirements. He / She must be able to develop a good working knowledge of USG and USAID regulations, a good understanding of USAID program and project procedures, and an excellent understanding of general administrative practices and internal controls relevant to the position. The Lead Voucher Examiner must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with supervisors and subordinates, with Specialists, and with other Mission and Office employees and contractors; and, must be proficient in word processing programs, and with other office software used within USAID and the USG. Ability to understand the most detailed requirements of applicable regulations and procedures as they apply to extremely complex voucher examining cases. The Lead Voucher Examiner must be able to quickly gain an advanced knowledge of the Phoenix system used by USAID Missions.

THIS IS LOCAL HIRE POSITION PAID UNDER THE LOCAL COMPENSATION PLAN (LCP)

Applications must be in English. Deadline for applications is COB February 19, 2014. Please submit the applications only by e-Mail: SarajevoJobVacancy@state.gov. Curriculum Vitae should be limited to two pages and should specify skills and educational background. Copy of the complete position description is available in the USAID Human Resources Office. Contact number: +387 33 704 000 ext. 4403.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER.
ALL ETHNIC GROUPS ARE ENCOURAGED TO APPLY.

Note: The position is subject to availability of funds.

*Regional Financial Management Center (RFMC) is located in the USAID/Sarajevo, BIH and provides full financial management services to three Balkan Countries (Albania, Bosnia and Herzegovina and Macedonia), supports regional activities in eight European countries (Hungary, Slovakia, Czech Republic, Poland, Estonia, Latvia, Bulgaria and Lithuania) where bilateral programs have ended, and provides support to USAID employees stationed in Stuttgart, Istanbul, Budapest, Brussels and Geneva.