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BOSNIA-HERZEGOVINA

United States Agency for International Development in Sarajevo is announcing a vacancy for the following full time positions in the *Regional Financial Management Center (RFMC) in Sarajevo:

1. 12-03, Chief Accountant, Position Grade: FSN-12, Salary range: 62,797.00 – 87,913.00 KM/year

Responsibilities: The Chief Accountant is responsible for the overall supervision and management of the Accounting Section of the Controller's office and recognized as the senior FSN Specialist in all matters relating to the technical aspects of the Mission and Regional program, and the entire OE budgeting and accounting process, including the integrated Mission specific automated processing and reporting system. Also, the incumbent is responsible for the following: accounting activities and maintenance of current working files for an assigned group of client countries serviced by RFMC, requiring correlation of the work with the overall accounting system and entailing the application of professional accounting principles, theories and practices to the modification of existing practices or the implementation of financial procedures and practices issued by USAID/Washington or RFMC management; maintenance of accounting systems (Phoenix) covering a variety of funds and numerous subsidiary accounting systems (allotment ledgers, non-expendable property ledgers, capitalized property ledgers, etc.) for an assigned group of client countries serviced by RFMC with respect to appropriated dollar funds available for administration and technical program purposes; counterpart funds; employee salaries, allowances, and withholdings; and other funds accounts. The Chief Accountant verifies and reconciles all account balances reported at month-end by the various US Disbursing Offices (USDO) and Cash Reconciliation Tool (CART) reports with those maintained in PHOENIX, manual controls, and/or ledgers. Provides client country personnel with information and advice relating to reservation and obligation of funds, salary and allowance payments, processing of program documents, and various foreign and local charges. The Chief Accountant advises client country personnel on methods of dollar financing and local currency budgeting, and provides guidance on financial reporting requirements to be incorporated into loan and grant agreements to satisfy USG law and USAID regulations.

Requirements: A University degree, or the local equivalent, in accounting, finance or business administration is required; completion of the requirements for a CPA certificate is desired. Five to seven years of progressively responsible professional experience in accounting, auditing, or financially-oriented business management is required. 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, of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and client mission country governmental and business financial accounting, budgeting and reporting is required. Must have or be able to quickly gain a good knowledge of laws, regulations and procedures applicable to USAID financial management, and to understand USAID organization and operations, and USAID program/project/activity policies and processes. Must be able to analyze accounting processes and identify practices and procedures which require correction or modification; to formulate recommendations for maintaining the accounting systems of assigned countries in a high state of efficiency; and, be able to communicate effectively with non-accounting personnel in explaining accounting requirements.

2. 12-04, Lead Financial Analyst, Position Grade: FSN-12, Salary range: 62,797.00 – 87,913.00 KM/year

Responsibilities: The Lead Financial Analyst 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 progress or status of the work, or of problems encountered; works with other RFMC Units to assure that activities are consistent with current laws and regulations, and accomplishable within the constraints of available staffing and systems. Personally and through subordinate Financial Analysts, the Lead Financial Analyst provides analysis, advice, and guidance to client missions on the financial soundness of ICASS budgets and the financial implications of the provisions of existing or contemplated ICASS agreements and budgets; examines ICASS financial and reporting procedures used in client mission countries to ensure conformance with established ICASS policy and procedures. Personally and through subordinate Financial Analysts, the Lead Financial Analyst provides analysis, advice, and guidance to client missions on the implementation and evaluation of USAID-financed projects and regarding various aspects of internal operations relating to USAID technical programs, such as selecting the appropriate method of financing, analyzing project pipelines, making de-ob/re-ob decisions, adopting the appropriate assistance mechanism (purchase orders, contracts, grants or cooperative agreements) and monitoring program financial implementation. He / She advises and guides RFMC and client missions on the establishment and implementation of cost-effective systems of management controls; periodically performs transaction testing and analyses, and reports on the status of management controls at RFMC and client missions, and takes steps to ensure that control weakness corrections are implemented in a timely fashion, assists RFMC and client missions in clearing audit recommendations. The Lead Financial Analyst is responsible for a variety of related

financial analysis duties, including working with the Regional Controller to monitor internal controls, to take a leading role in the annual FMFIA review for client Missions, and tracking corrective actions and resolution and closure of identified Internal Control deficiencies, weaknesses, and findings.

Requirements: Completion of University Degree, or the host-country equivalent, in accounting, financial management, or a related field is required; in addition, certification as a Certified Public Accountant (CPA) or Chartered Accountant (CA), or the local equivalent. Five to seven years of progressively responsible professional experience in accounting, auditing, or financially-oriented business management 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, of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and client mission country governmental and business financial accounting, budgeting and reporting is required. Lead Financial Analyst must have or be able to quickly gain a good knowledge of laws, regulations and procedures applicable to USAID financial management, and to understand USAID organization and operations, and USAID program/project/activity policies and processes. A thorough knowledge or the ability to quickly gain such knowledge, of how ICASS and USAID projects are implemented and evaluated is essential. Lead Financial Analyst must be able to analyze accounting processes and identify practices and procedures which require correction or modification; to formulate recommendations for maintaining the accounting systems of assigned countries in a high state of efficiency; and, be able to communicate effectively with non-accounting personnel in explaining accounting requirements.

3. 12-05, Lead Accountant, Position Grade: FSN-10, Salary range: 51,900.00 – 72,661.00 KM/year

Responsibilities: The Lead Accountant and the subordinate Accounting staff perform the full range of professional accounting duties in planning, designing, analyzing, evaluating, and coordinating assigned accounting functions under the supervision of the Chief Accountant. The Lead Accountant 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 progress or status of the work, or of problems encountered; works with Voucher Unit staff to review new obligating documents, to assure that payment provisions are consistent with current laws and regulations, and accomplishable within the constraints of available staffing and systems. Personally and through subordinate Accountants, the Lead Accountant maintains responsibility for accounting activities and maintenance of current working files for assigned groups of client countries serviced by the RFMC; reviews obligation, earmark, and commitment documentation in draft reservation stage for accuracy and acceptability of financial references, verifying the proper elements and fiscal data references; posting reservations; and, posting final accounting transactions to the automated PHOENIX accounting system upon receipt of the corresponding final documents. Personally and through subordinate Accountants, the Lead Accountant provides client-country personnel with information and advice on the reservation and obligation of funds, salary and allowance payments, processing of program documents and various foreign and local charges; periodically reviews the status of obligated funds with assigned client countries and recommend deobligation of funds determined to be in excess of requirements; participates in the establishment or modification of internal client country financial procedures governing the formulation, preparation, and review of requests for program and operating funds; advises clients on methods of dollar financing and local currency budgeting, providing guidance on financial reporting requirements to be incorporated into grant agreements to satisfy USG law and USAID regulations. Personally and through subordinate Accountants, the Lead Accountant serves as Phoenix coordinator, or designates a Phoenix coordinator for performing financial accounting and analytical services for project activities and operating expenses, with responsibility for overseeing the recording of daily accounting transactions to assure that the accounting ledgers, reports, and supporting records and files are current, accurate and complete.

Requirements: A University degree, or the local equivalent, is required; a degree in accounting, commerce, business administration or related field is desired. Five to seven years of progressively responsible professional experience in accounting, auditing, or financially-oriented business management is required. 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, of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and client mission country governmental and business financial accounting, budgeting and reporting is required. Must have or be able to quickly gain a good knowledge of laws, regulations and procedures applicable to USAID financial management, and to understand USAID organization and operations, and USAID program/project/activity policies and processes. Must be able to analyze accounting processes and identify practices and procedures which require correction or modification; to formulate recommendations for maintaining the accounting systems of assigned countries in a high state of efficiency; and, be able to communicate effectively with non-accounting personnel in explaining accounting requirements.

4. 12-06, 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, 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.

5. 12-07, Up to two (2) Financial Analysts, Position Grade: FSN-10, Salary range: 51,900.00 – 72,661.00 KM/year

Responsibilities: The Financial Analysts provide analysis and advice to RFMC and client Missions on (1) the financial aspects of implementing and evaluating regional USAID programs; (2) evaluating their internal financial operations and practices; and, (3) providing technical assistance to the higher-graded Financial Analyst (AID). The Financial Analysts work in coordination with, and under the general day-to-day supervision of the higher-graded Lead Financial Analyst to provide the financial management services described. The Financial Analysts, working independently or collaboratively and in coordination with the higher-graded Lead Financial Analyst, conduct financial reviews of host-country financial implementing organizations and prospective grantees to determine the adequacy of their accounting systems and internal controls, and their institutional capability to implement grants; and, makes field trips independently or with other Financial Analysts and/or activity managers to examine program accounts for accuracy and propriety of contractor/grantee reported expenditures, including reviewing accounting systems, systems of internal controls, and cash management policies. The Financial Analysts advise and guide RFMC and client Missions on the establishment and implementation of cost-effective systems of management controls; analyze, and report on the status of management controls at RFMC and client Missions, and take steps to ensure control weakness corrections are implemented in a timely fashion, through periodic transaction testing; review the status of RFMC administrative and program costs, property accounting records, accounts receivable, and all other required fiscal control related to US-owned property at client Missions. They assist RFMC and client Missions in clearing audit recommendations by solving financial and related problems, and preparing supporting documentation necessary to resolve recommendations for audits conducted by the General Accountability Office (GAO), the USAID Inspector General, or by other audit organizations. Serve as back-up for the Lead Financial Analyst, coordinating those duties if necessary.

Requirements: A University degree in accounting, finance, or business administration is required. Three to five years of progressively responsible experience in professional accounting, auditing, or financially-oriented business

management is required. Level IV (fluent) oral and written English and Bosnian/Croatian/Serbian ability is required. A thorough 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, or the ability to quickly gain such knowledge of, the Federal Acquisition Regulations, AID Acquisition Regulations, USAID accounting systems and procedures, USG contract/grant cost principles and administrative requirements, and audit management procedures, as well as other laws, regulations, and procedures associated with USAID financial management, is required. An understanding of, or the ability to quickly develop an understanding of, how USAID projects are designed, developed, implemented, and evaluated is essential. The Financial Analysts must be able to make informed recommendations on institutional capabilities of prospective and/or current implementing organizations, and the adequacy of accounting systems and controls; be able to develop and maintain contacts with USAID activity managers at client Missions in order to ensure programs are carried out effectively; and, be able to collect and present facts and recommendations in a clear, concise manner, both orally and in writing. In addition, the Financial Analyst must have a high level of analytical skill and sound judgment in order to effectively manage aspects of the Phoenix financial system to resolve problems, develop queries and reports, and recommend improvements; be capable of performing under pressure in a mature and responsible manner; to work accurately with attention to detail in order to give precise direction, and to compile/present detailed information in a concise and fully professional manner; have excellent interpersonal skills in order to maintain effective working relations and effectively coordinate actions; and, to be innovative and a creative thinker in order to apply problem solving skills and in the development of specialized reports.

6. 12-08, Up to three (3) Voucher Examiners, Position Grade: FSN-08, Salary range: 40,571.00 – 56,795.00 KM/year

Responsibilities: The Voucher Examiner examines the most difficult and complex program-funded vouchers from client USAID Missions and Offices, in order to ensure conformance with the terms of the original contract, grant, or authorization. The types of transactions and vouchers examined include payments made to international organizations, US and non-US grantees, direct contracts with commercial organizations, purchase orders to vendors in several countries, and purchase requests or orders to US vendors. Contracts often require an understanding of nonstandard-form contracts or grants, and a basic understanding of the purpose of the program or project, in order to recognize conflicts, and to recommend approval or disapproval of partial or progress payments, advance payments, or close-out payments. As necessary, follows up with authorizing officers to obtain corrections in documentation, or clarification of invoices. Where necessary, interprets applicable portions of regulations, and decides if requested payments are proper or should be questioned. Obtains signatures of receiving and approving officers, and checks all computations on invoices and supporting documentation for accuracy and propriety. Advises the US certifying officer of problems, and proposes solutions to resolve them. As required due to workload or other exigencies of office operations, the incumbent examines administrative invoices and vouchers, and/or international travel vouchers, including a considerable variety of complex administrative invoices and vouchers, to ensure conformance with the terms of the original purchase order, contract, lease, and/or other authorizing document. The Voucher Examiner monitors status of vouchers through the USAID PHOENIX system, and monitors grant advances to ensure compliance with Treasury directives.

Requirements: At least two years of full time post-secondary study at college or university, with a focus on accounting, finance, or business administration is required. Three to five years of progressively responsible experience in bookkeeping, voucher examination, payment processing, or accounting is required, at least two years of which should have been with an international organization. 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 USAID travel regulations, Standardized Regulations, handbooks on host-country contracting, commodities, and grants, and FAR/AIDAR provisions. Familiarity with procedures and regulations governing USAID financial management; a sound understanding of program regulations and contract terms for which voucher examining processes are performed, and a broad knowledge and understanding of GAO Decisions. Ability to comprehend and logically and properly apply detailed technical project regulations, terms, and conditions to the voucher examination process. The Voucher Examiner must display tact, and the ability to clearly and convincingly explain the rationale for payment disallowances and the need for various documentation steps to be taken in order to comply with maintenance of financial record and reporting requirements. Ability to present analysis and recommendations in clear written and oral formats; the ability to lead and motivate team members positively, and to maintain cordial and professional relationships with USAID, and Host Government, NGO, and Contractor personnel; the ability to perform analysis of management controls and capabilities of partner/beneficiary organizations is required; and, must be skilled in the use of computer based analytical programs and USAID data management systems.

7. 12-09, Up to two (2) Accountants, Position Grade: FSN-09, Salary range: 45,766.00 – 64,070.00 KM/year

Responsibilities: The Accountants performs the full range of professional accounting duties in planning, designing, analyzing, evaluating, and coordinating assigned accounting functions under the supervision of the Lead Accountant. The Accountants maintain responsibility for accounting activities and maintenance of current working files for assigned groups of client countries serviced by the RFMC, correlating of the work within the overall accounting system and entailing the application of accounting principles, theories, and changes to existing practices. The Accountants review obligation, earmark, and commitment documentation in draft reservation stage for accuracy and acceptability of financial references, verifying the proper elements and fiscal data references; posting reservations; and, posting final accounting transactions to the automated PHOENIX accounting system upon receipt of the corresponding final documents. The Accountants provide client-country personnel with information and advice on the reservation and obligation of funds, salary and allowance payments, processing of program documents and various foreign and local charges; periodically review the status of obligated funds with assigned client countries and recommend deobligation of funds determined to be in excess of requirements; participates in the establishment or modification of internal client country financial procedures governing the formulation, preparation, and review of requests for program and operating funds; advise clients on methods of dollar financing and local currency budgeting, providing guidance on financial reporting requirements to be incorporated into grant agreements to satisfy USG law and USAID regulations. As assigned the Accountants serve as PHOENIX coordinators for performing financial accounting and analytical services for project activities and operating expenses, with responsibility for overseeing the recording of daily accounting transactions to assure that the accounting ledgers, reports, and supporting records and files are current, accurate and complete.

Requirements: A University degree, or the local equivalent, is required; a degree in accounting, commerce, business administration or related field is desired. Five to seven years of progressively responsible experience in accounting, auditing, or financially-oriented business management is required. 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, of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and client mission country governmental and business financial accounting, budgeting and reporting is. The Accountant must have or be able to quickly gain a good knowledge of laws, regulations and procedures applicable to USAID financial management, and to understand USAID organization and operations, and USAID program/project/activity policies and processes. The Accountant must be able to analyze accounting processes and identify practices and procedures which require correction or modification; to formulate recommendations for maintaining the accounting systems of assigned countries in a high state of efficiency; and, be able to communicate effectively with non-accounting personnel in explaining accounting requirements.

THESE ARE LOCAL HIRE POSITIONS FOR BOSNIAN NATIONALS

Applications must be in English. Deadline for the applications is COB September 27, 2012. 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. Copies of the complete position descriptions are 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: All the positions listed above are subject to availability of funds.

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