USAID | SENEGAL
FROM THE AMERICAN PEOPLE

DATE:	June 3, 2014
SUBJECT:	**JOB VACANCY ANNOUNCEMENT – FNS/2014/13**
TO:	**All Qualified Candidates**
JOB TITLE:	**ACCOUNTING TECHNICIAN - FMO**
WORK HOURS:	Full time position – 40 hours/week
GRADE:	**FSN-8**/with the possibility of hiring the employee at a trainee level

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Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. BASIC FUNCTION OF POSITION

This is the position of an Accounting Technician. The position is located in the Budget and Accounting Division, Office of Financial Management (OFM), USAID Mission to Senegal which includes regional operations. The position will be responsible for performing the full range of B&A Division support functions to the Clients (SO Teams, Mission and regional offices, and Other US Government Agencies). The primary purpose of this position is to: Maintain and regularly review, reconcile and balance OFMs Clients technical program accounting records for grant and loan projects and costs of administration operations; prepare necessary periodic reports based on these records; and provide information to SO, Mission, Regional offices and US Government Client management. Maintains and accounts for all Client accounting processes from the initial budgetary process through acquisition and assistance to liquidation and closure of the accounting cycle and reporting back to management on the results of the entire business cycle.

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1 Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Maintains financial accounting records for programs and activities, both project and non-project. This entails performance of budgeting, accounting, record-keeping and reporting functions. Reviews project instruments and amendments to project agreements in conjunction with the Supervisory Accountant and assigned Financial Analyst. After the review is completed, records the agreement in the Phoenix Database and manual subsidiary records maintained on Excel spreadsheets. Periodically reconciles both sets of accounting records to the original documents.

2. Receives Modified Acquisition and Assistance Request Documents (MAARDs) and GLAAS requisitions. Checks MAARD and GLAAS requisitions against program agreements (e.g., LSGAs, SOAGs, Program Elements), earmarking and commitment documents, purchase orders, travel authorizations, contracts, leases and so forth, and ensures that funds are available within each budget allowance, program, and/or any limitations imposed on the allowance. Based on this review, provides funds availability certification to client units. Verifies that all transactions are properly documented and approved by a duly authorized official. Ensures that the official ROFM working project files for Grants, Cooperative Agreements, and Institutional Contracts contain copies of all project documentation and other necessary materials.

3. Meets periodically and on a quarterly basis with each technical officer, S.O. Team Leader, Client Management, Regional Officers and Embassy Personnel to review the status of each project and administrative support instrument. Assists the managers with analyzing disbursement and obligation data for each instrument, and makes recommendations to the Cognizant Technical Officer (CTO) when conducting formal quarterly 1311 reviews.

Advises the Supervisory Accountant of the results of the 1311 analysis with the CTO and makes recommendations for final Chief Accountant actions.

4. Assists Client Management and Regional Offices in planning and monitoring personnel and administrative support operations including reviewing and compiling major cost elements of the administrative support operations. Analyzes and notes significant differences in salaries and related benefits, procurement plans, and budgets. Notes, analyzes and reports on under-use and over-use of the budget elements and suggests corrective actions.

5. Maintains accounts and controls over program and operating funds allotted to the Client unit. Performs a continuous review of all obligations and disbursements and determines the validity of all unliquidated balances. Assists in the preparation of analytical reports including analytical information reports for Client management and formal reports required by USAID/W. Maintains working files and notes supporting the development of reports.

6. Is responsible for the MAPPR database, maintenance and upgrades. Assists other OFM staff and sector team members with running reports and analyzing data for the Mission and Regional offices.

7. Incorporates the attributes of USAID forward in daily work. Participates in OFM activities related to Local Capacity Development, as well as participating in the Mentor program.

8. Provides all other miscellaneous assigned duties and looks for targets of opportunity to support the OFM Clients to which assigned. Several of these representative miscellaneous duties are as follows:

a. Backstops the work of other Accounts
b. May temporarily perform as Acting Accountant
c. Provides support to one or more Financial Analysts

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d. Undertakes field reviews (TDYs) of Clients and Institutional Recipients to review control systems and uses of funds
e. Performs 1221 duties, Billings and Collections, Accounts Receivable/Payables reconciliation
f. Assists in providing responses to USAID/CFO office for accounting related data calls.
g. Assists in gathering information or responses to audit inquiries.

Incorporates the Five Core Values into His/Her Work

1. Customer Focus: Identifies and communicates with USAID customers regularly; surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.
2. Results Orientation: Reviews baseline information against which to plan actions and identify targets and milestones. Defines specific operational and program results needed for his/her area of responsibility. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned when possible. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.

3. Empowerment and Accountability: Emphasizes results rather than oversight, and service outreach rather than internal control, in carrying out his/her responsibilities. Is clear about his/her own performance standards. Participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.

4. Teamwork and Participation: Contributes to strategic planning, performance monitoring, and major program decisions of the Teams and Clients to which assigned. Demonstrates ownership of the Client's plans, performance, and decisions. Proactively participates in the client processes and activities. Includes other client members, customers and partners and assists in their understanding and participation in teamwork and the client's goals, performance, and decisions. Assumes responsibility for specific results assigned by the client.

5. Valuing Diversity: Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. Realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. Uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his/her own actions.

C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** Completion of Secondary School is required. A University Degree in Business Economics, Business Management or Accounting is preferred.

2. **Prior Work Experience**: Two to four years of experience in accounting or a closely related field. One to two years experience in USAID or other US Government allotment accounting systems is preferred. Practical knowledge of basic accounting concepts and the flow of accounting transactions are required

3. **Language Proficiency:** Level IV English ability (fluent) is required. Skill in writing English is particularly important. Knowledge and fluency in French is required.

4. **Knowledge:** Good general knowledge of accounting office operations is mandatory. Familiarity with USAID programs and Western Accounting Standards is highly desirable.

5. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques is also required.

D. POSITION ELEMENTS

1. **Supervision Received:** Works under the immediate supervision of the Chief Accountant who assigns work on a long-term basis and spot-checks completed assignments. Receives advice and guidance from the Financial Analyst appointed to the respective Client Teams. Also receives guidance from the OFM Chief Voucher Examiner and Controller while performing duties. The Annual Performance Evaluation will be written by the OFM Chief Accountant based upon input from all Supervisory Personnel and Clients for which services are rendered

2. **Available Guidelines:** The USAID Automated Directives System, FM handbooks and guidance documents, and GAAP and GAAS.

3. **Exercise of Judgment**: Professional judgment is required to apply prescribed guidelines effectively and to carry out independent work.

4. **Authority to Make Commitments:** Does not make commitments except to the extent of verifying funds availability and the accounting treatment of specific transactions.

5. **Supervision Exercised:** None

6. **Post Entry Training:** On-the-job training with the Financial Management Office in the Phoenix Accounting System. A specific tailored recurring annual training plan including continuing education will be developed for the employee.

7. **Nature, Level and Purposes of Contacts**: Regular contact is maintained with staff members at all levels in the Missions and Clients to which assigned on virtually a daily basis to clarify items on documentation or fund cite requests, request additional information or justification or resolve discrepancies and to explain project accounting requirements and

current status of projects; and to ascertain status of events being accounted for and to initiate action to correct records and reports if necessary.

8. **Time Required to Perform Full Range of Duties:** Twelve months after entry into the position

HOW TO APPLY: Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: http://usaid.gov/senegal under "doing business with USAID - Job Opportunities – Application form") and
- A detailed resume plus 3 References.
- Hard copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management. Specialist
Routes des Almadies
B.P. 49 - Dakar, Senegal
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: JUNE 21, 2014

EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal 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. USAID/Senegal also 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.

Cleared by:

Mamadou Niass, Chief Accountant: _____ Date: 6/3/2014

James Redder, Controller: _____ Date: 6/3/14

Samuel Carter, Supervisory REXO: _____ Date: JUN 03 2014