



DATE: December 29, 2015

SUBJECT: JOB VACANCY ANNOUNCEMENT – FSN/2015/10

TO: All Qualified Applicants

JOB TITLE: VOUCHER EXAMINER

GRADE: FSN - 8 **with the possibility of hiring the employee at the lower grade**

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

1. BASIC FUNCTION OF POSITION

The Senior Voucher Examiner, working under the direct supervision of the Accounts Payable Manager, is responsible for performing the day to day accounts payable operations for his/her designated portfolio, including client missions and/or Senegal mission. For the designated portfolio the incumbent is responsible for accounts payable operations including, but are not limited to, vendor payment processing, payroll processing, issuing bills of collection, collections and banking activity as it is related to payments. The Senior Voucher Examiner position is a mid-level position and requires team management, planning and monitoring and evaluation skills. The Senior Voucher Examiner works closely with contacts in client or Senegal missions, local and international banks and the United States Disbursing Officer. As a professional position, it is anticipated that at times the duties and deadlines of this position may require the incumbent to work beyond normal working hours.

2. MAJOR DUTIES AND RESPONSIBILITIES

Payment Processing

(50% of time)

- Reviews and analyses the most difficult and complex program vouchers.
- Reviews vouchers that are processed by voucher examiners before they are sent to the certifying officials ensuring they are compliant with all guidance, policy and regulations related to the type of payment involved.
- Ensures proper application of the Prompt Payment Act to protect the interest of the U.S. Government by processing payments within the proper time frame.
- Ensures that all vouchers and schedules are properly scanned through the imaging system. Detects problems encountered while running batch jobs by Washington and resolves them either directly or in coordination with the Chief Financial Officer's Office or the Phoenix team in Washington.
- Conducts special, in depth reviews of specific line items, expenditure types, and/or supporting documentation at the request of the contracting officer's technical representation or the agreement officer. The review may be conducted in the USAID office or it may be conducted via a field visit in coordination with the financial analyst for the project area.
- Generates reports through the Phoenix or Phoenix Viewer to address special needs for specific information or analysis for the decision making process by the agency and mission management, or for ensuring compliance with payments' contractual terms and regulations.
- Utilizes reports to detect and address problem areas within the Accounts Payable Section. Distributes reports



Within Accounts Payable team and OFM leadership.

- Tracks and monitors outstanding advances within the designated portfolio and implements appropriate enforcement or recovery actions.

Human Resources & Leadership

(25% of time)

- Assists Accounts Payable Manager to process full range of voucher examination, payment, and payroll services for USAID/Senegal and other client missions.
- Identifies and resolves performance issues directly with voucher examiners such as reoccurring errors or not following established procedures.
- Provides mentoring and guidance to junior voucher examiners and ensures that they fully understand and implement the agency's financial policies, applicable laws and regulations, system features and configuration, and the on-going updates to these policies and laws.
- Works with Accounts Payable Manager to develop and implement training and development plans for voucher examining staff.
- Mentors and trains staff so that they have the knowledge, skills and abilities to meet their required standards of performance.
- Assists the Accounts Payable Manager in establishing clear operating priorities for the team.
- Plans and implements temporary duty rotations in coordination with the Accounts Payable Manager to and from regional missions to ensure proper coverage, on the job training, provision of guidance, evaluation and assessment of financial operations.
- Models ethical principles that reflect the highest standards of organization and individual behavior.
- Schedules and executes partner and client capacity development activities in conjunction with Accounts Payable Manager, the appropriate Financial Analyst, and USAID/Senegal Local Capacity Development (LCD) team.

Management of Accounts Receivables/Banking Services

(15% of time)

- The incumbent issues bills for collection for amounts due USAID in accordance with Office standards and Agency guidance.
- Serves as the Class B Cashier, processes all collection documents in Win ACS including the checks in USD. Prepares and posts the C5 in Phoenix. Maintains records of collection documents and sends monthly cashier reconciliation statement to USDO and to the Cashier Monitor in Paris.
- Maintains and controls advances for vouchers which he has processed; this includes establishing electronic records to monitor the timely liquidation of advances and sharing feedback with relevant OFM staff when violations or related risks are noted.
- Responsible for implementing and monitoring internal controls related to accounts receivable.
- Coordinates with third party cashier, USDO, and vendor banks to identify and resolve issues as they occur.

Other

(10% of time)

- Provides technical support for audit and investigation activities by developing information on historical expenses and verifies implementation of corrective actions as a result of audit findings.
- Travel within Senegal or internationally as business needs require.
- In the absence of the Accounts Payable Manager and at the request of the Chief Accountant serve as the Acting Accounts Payable Manager.
- Performs other tasks as requested by the Accounts Payable Manager, Chief Accountant, Controller or Deputy Controller.



3. DESIRED QUALIFICATIONS

- a. **Education:** University degree in accounting, commerce, business administration, or other relevant field is required.
- b. **Prior Work Experience:** Minimum of seven years of Financial Management experience, two of which should have been in the accounts payable function.
- c. **Post Entry Training:** Mandatory on the job and formal training on the systems and process of USAID financial transaction processing.
- d. **Language Proficiency:** Level III in spoken and written English required. Fluent French language is required.
- e. **Knowledge:** Exposure to the common features and operations of electronic accounts payable modules, audit regulations, cashiering, reporting and standard internal controls and best practices related to accounts payable. Knowledge of the basic principles of government accounting and exposure to Senegalese and U.S. commercial and business law.
- f. **Abilities and Skills:** Ability to work in a fluid, high pressure work environment with the skill to prioritize and multi-task to achieve targets. Creativity to develop solutions to issues within a constantly changing working environment. Excellent interpersonal and communication skills to communicate clearly and effectively with external and internal clients and suppliers.

4. POSITION ELEMENTS

- a. **Supervision Received:** Works under the direct supervision of the Accounts Payable Manager and the general guidance of the Chief Accountant, Controller and Deputy Controller. The Accounts Payable Manager provides guidance on specific aspects of the work to be done by the Team Leader's section.
- b. **Supervision Exercised:** Provides oversight and mentoring to a four member accounts payable team at the FSN six to eight level. Provides input to the Accounts Payable Manager in preparing performance evaluations.
- c. **Available Guidelines:** Relevant ADS chapters, FAM and FAH handbooks, relevant sections of Handbook 19, the standardized regulations, Federal.
- d. **Exercise of Judgment:** Exercises a limited degree of judgment in developing procedures and internal control measures.
- e. **Authority to Make Commitments:** Has no authority to commit the US Government to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** On-going contact with senior management at USAID/Senegal and client missions; specifically controllers, contracting officers and their representatives, Contractors/grantees/ vendors, local government official, local & international banks and USDOS.



g. Time Expected to Reach Full Performance Level: None.

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://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- 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
Or
Email address: usaiddakar-hr@usaid.gov

Deadline to receive applications: January 17, 2016

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.