

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY USAID	3a. POSITION NO. 00009030P
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces
Position No. _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Up-date

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Document Control Clerk/VAT coordinator, FSN-420	FSN-7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Financial Management Office	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date(mm-dd-yy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. CHARLES EGU, Controller _____ Typed Name and Signature of Section Chief/Head Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

The Document Control Clerk/VAT coordinator reports to the Supervisory Voucher Examiner in the Office of Financial Management (OFM). The incumbent supports Payment Specialists in the OFM Payments Service Center in the examination, analyses and processing for payment a variety of difficult and complex vouchers, including claims against contracts, purchase orders, grants, cooperative agreements and complex travel vouchers; ensures that claims/payments request documents are valid and accurate; the expenditures presented for reimbursement are consistent with the terms and conditions as stated in the contracts or grants; and that they are adequately supported by proper and sufficient documentation. In addition, he/she is responsible for reviewing and verifying for accuracy all the value added tax (VAT) invoices/receipts for all USAID Implementing Partners, including AID/W funded activities, ensuring that documentation comply with the Uganda Revenue Authority (URA) requirements. S/he processes and submits VAT and Duty Tax on Fuel claims for OE, USDH personnel, USAID Programs and USAID implementing partners.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinates Agency Secure Image and Tracking system (ASIST) for the OFM: Maintains Payment Service Centre electronic/hard copy filing system to ensure that documents are filled in accordance will set filling procedures and processes. Creates new vendors in ASIST, ensures that vouchers not automatically selected through interface with Phoenix are identified and created manually in ASIST with proper description. Checking that all payment vouchers are consistently filled according to standard sequences and categories. Avails vouchers on request for reference whenever necessary and ensures that vouchers are returned; where necessary coordinates with other offices to confirm that documents are properly stored. Trains staff in using ASIST functionality. Develops filling guidelines to ensure documentation is handled in compliance with USAID Records Management Program ADS502. Categorize and prepare documents for transfer to Executive Office (EXO) Communications and Records Assistant for archiving in accordance with USAID Records Disposition Handbook (35)%
2. Creates electronic invoicing documents in Phoenix (momentum): Incumbent receives, date-stamps and logs into the system all incoming payments documents, ensures invoices submitted to OFM are complete, valid, proper, adequately supported. Creates invoices in Phoenix and enters all necessary invoice information, using appropriate system information such as vendor code and address code, generic accounting information, contact number, Phoenix invoice date, etc. For invoices that do not need COTR approval (e.g reimbursement requests), the incumbent enters all relevant information on the Invoice Header and, using Phoenix's ad-hoc routing functionality, routes the invoice to the designated Voucher Examiner. Makes sure that invoices are logged in the payment tracking system on time, return all invalid, unsupported and improper invoices/vouchers to vendors/suppliers within 7 days. Reviews voucher report to ensure that data in the payment tracking system is correct. Monitor the flow of payment documentation to ensure that all processed invoices in Phoenix are closed in within 30 days. Supports the Payments Service Centre to realize processing requirements of the USG Prompt Pay Act. (25%)
3. Responsible for maintaining a record of Implementing Partners in accordance with the OAA List of Active Awards to ensure compliance with Tax reporting. Reviewing and verifying for accuracy all the value added tax (VAT) invoices/receipts for all USAID Implementing Partners, including AID/W funded activities, ensuring that documentation comply with the Uganda Revenue Authority (URA) and Ministry of Finance and Economic Planning (MOFEP) requirements. Maintains a master worksheet for tracking individual program funded VAT claims against reimbursements and prepares USAID/Uganda Annual Tax report. The VAT coordinator participates in Post Award Orientation meetings and serves as the first line contact in providing advice on all matters relating to tax reporting for Implementing Partners and provides guidance on VAT claims for USAID contractors including interaction with senior officials of the Government of Uganda from Ministry of Finance, Planning and Economic Development, Ministry of Foreign affairs and Uganda Revenue Authority. Ensures integrity and equitable distribution of Mission VAT reimbursements to OE and Program. (20%)
4. Establishes and maintains contract and institutional payment files. Establishes and maintains a work file of obligation/sub-obligation documents and subsequent amendments, computation and analysis of work papers of incurred costs and fees, advance records and other related correspondences. This includes contract/grant briefings, disbursement histories, and other supporting documentation used during the payment review and examination process. Provides guidance to contractors and grantees on current status of payments and exchange rate conversions, USAID internal requirements, and terms and conditions of the agreement or grant. (15%)
5. Notify internal and external customers of payment or completion of payment process in writing (letter, e-mail, or fax. Respond to inquiries regarding payment, i.e., inquiries from vendors regarding the payment status of their invoices, or requesting copies of payment notification from USDO Charleston, Treasury Kansas and Local Bank etc. Performs other duties as assigned by the SVE, Controller or his/her designate. (5%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A University degree in business administration, finance, accounting, public administration or any other field is required.

b. Prior Work Experience:

A minimum of 3 years of progressively responsible experience in voucher examination/accounts payables, accounting/auditing or related budget and fiscal work is required.

c. Post Entry Training:

Specialized training in USAID's official computerized accounting and control system (Phoenix), voucher tracking and payment system, American employees' time and attendance online reporting system (webTA) and new AID worldwide automated travel system (E2). Centrally organized training courses on USAID payment processing and travel voucher examination, internal controls, and financial analysis.

d. Language Proficiency:

Good working knowledge of the written and spoken English language (Level 3) is required.

e. Job Knowledge:

Must have good working knowledge of secretarial and administrative processes, procedures, filing systems and processes, and related matters. Good knowledge of accounting office operations is mandatory. General familiarity with basic accounting principles and concepts, financial management and reporting procedures required.

f. Skills and Abilities:

Incumbent must have the ability to establish priorities, organize a large and varied workload in an efficient and timely fashion, and develop procedures for the successful implementation of work assignment. He/she must have excellent skills in using all office equipment, computer applications, MS office suite and Web-based systems. , typing and. Incumbent must also be able to comprehend and logically, accurately and to properly apply the voucher examination process and various and detailed technical regulations, terms, and conditions. He/she must have good typing skills and demonstrable analytical and decision-making abilities. Excellent interpersonal and customer service skills and an ability to work under minimum supervision are also required.

16. POSITION ELEMENTS

a. Supervision Received:

Under direct supervision of the Supervisory Voucher Examiner. Incumbent must be able to perform assigned tasks independently within established rules and procedures and capable of carrying out routine assignments with minimum supervision.

b. Supervision Exercised: None

c. Available Guidelines:

Foreign Affairs Manual, USAID Handbooks, Automated Directory System (ADS), Foreign Affairs Handbook, Federal Travel Regulation, OMB circulars, Treasury manuals and Federal Procurement Regulations, etc.

d. Exercise of Judgment:

Considerable independence and exercise of judgment is required in fulfilling the requirements of the job.

e. Authority to Make Commitments: None

f. Nature, Level, and Purpose of Contacts:

Daily contacts with USAID (FSN, USPSC, USDH) staff, US Embassy FMC staff, Implementing Partners' personnel and host government officials to provide guidance and/or resolve issues and concerns relating to: payments and status of claims; USG Financial Reporting Requirements; allowable expenses and reimbursement procedures as documented in the original obligating document; federal travel regulations, Per Diem rates, other employee benefits and allowances, etc. Contacts with U.S. employees, TDYers, GOU officials and visitors to notify them of payments processed, VAT refunds status and requesting additional information needed to file VAT refund claims.

g. Time Required to Perform Full Range of Duties after entry into the Position:

Twelve Months.