



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

032

Date: October 22, 2010

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON – HUMAN RESOURCES OFFICER

SUBJECT: BUDGET ANALYST AT THE FINANCIAL MANAGEMENT OFFICE

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Budget Analyst

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-08, FP-6* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: TEMPORARY

OFFICE LOCATION: Financial Management Office/FMO

OPENING DATE: o/a December 2010

EMPLOYMENT LENGTH: NOT TO EXCEED 1 YEAR

DEADLINE: November 7, 2010 at 6 P.M. Kyiv Time

**FP -6 is subject for confirmation with Washington.*

IMPORTANT NOTE: ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Performs broad as well as detailed financial planning, accounting, reporting and budgeting services for the Mission for Diplomatic and Consular Programs (D&CP/Program), Public Diplomacy (PD), Diplomatic Security/Worldwide Security Upgrades (DS/WSU), and Representation allotments totaling nearly \$5 Million. In addition, for these allotments, tracks Proceeds of Sale (POS) and ensures their deposit timely and accurately. Requests return of eligible funds to post, and based on special regulations, maintains records of availability and disposition only for like-kind purchases that often cross fiscal years. Prepares reports, charts and graphs and narrative reviews of budgets and spending for reports to Executive Office and Section Heads as often as requested, but at least twice annually.

MAJOR DUTIES AND RESPONSIBILITIES:

Budget Formulation:

15%

Prepares annually draft budget estimates for serviced allotments for the current fiscal year at the beginning of the fiscal year, and projected budget estimates for the succeeding fiscal year at the midyear point. For Program and PD adheres to EUR guidance cables to construct these budgets using RABIT software. For DS/WSU, follows format and guidance in cables from EUR, and for Representation, gathers information from previous fiscal year and adheres to format and guidance provided by EUR. In absence of full year appropriations at the start of a new fiscal year extends into the first and second quarters, requires significantly closer scrutiny of proposed expenses so that regulatory limitations under such Continuing Resolutions (CR) are not violated, and so that funding deficiencies do not occur.

Financial Planning and Analysis:

15%

When allotments are received, aligns previously determined budget estimates to target amounts. Verifies that target is sufficient to cover salaries, benefits (FEGLIA, FERS, TSP, FICA) and various allowances (ORE, COLA, Post Differential, Language Incentive, SND, SMA, Education Allowance, Education Travel, R&R) for all American employees and FSN staff covered under the various allotments applicable, including prospective outgoing and incoming employees, considering the age of staff versus retirement age, planned operational requirements obtained from each section, and on knowledge of anticipated economic trends such as wage, price, and exchange rate changes. Makes at least quarterly thorough analyses to identify any shortfall of requirements against authorized allotment for FMO. Prepares financial plan updates according to agencies' budget instructions, including mid-year reviews that include advice to agency heads about financial matters such as funding status, effects of

exchange rate fluctuations, and spending trends.

Budget Execution:

30%

Records Advices of Allotment and obligations as certified by the FMO through the Direct Connect accounting system. Acts expeditiously to determine and correct errors caused by systems glitches or discrepancies between documentation forming the basis of the advices or obligations and the data actually entered.

Responsible for accuracy of obligations with respect to identifying and recording the correct appropriation, allotment, fiscal year, function code/project code, subobject code and description of the basis for the recording in accordance with RFMS/V and Direct Connect procedures and database, and for maintaining close and coordinated relations with post's accountants in CFSC to address and resolve systems and/or data discrepancies.

Checks and verifies expenditures transferred from Washington or other posts via FS-477 (Payments and Collections Transfer Register) against post-held allotments to either accept them with appropriate corrections, or to reject them. When appropriate to reject FS-477 transactions, informs the FMO, FSC Charleston and RM/GFS Washington so that necessary recovery procedures are initiated.

Maintains cuff records on Excel spreadsheets that reflect on a regular basis the totals allocated to each subobject in the respective allotments, the amount obligated, the balance remaining, and the percentage of the total expended to date. In addition, to the extent necessary for supplementation of data due to insufficiency of reporting scope of the RFMS/V, budget analyst maintains detailed cuff records of each obligation by subobject, expenditure, refund, reimbursement, journal voucher, and amounts deobligated, with names of vendors and summary descriptions of the item, goods or services procured.

Reservations for bulk funding of Blanket Purchase Agreements (BPA) initiated by GSO are recorded in the Budget Execution Excel spreadsheet and treated as though expended for purposes of determining remaining balances of available funds, and obligations actually recorded when commitments are made and/or invoices presently at the end of each month or quarter, depending on arrangements with the vendor. No later than every August 31st annually, BPA reservations are reviewed to determine balances unobligated. After coordination with GSO to estimate requirements for anticipated purchases and to retain those funds in reserve, any remaining balances are removed from the reservations and made available for end of year spending requirements based on the Procurement Plan.

In similar manner, no later than each August 31st annually, the budget analyst reviews the Unliquidated funds balances in blanket travel authorization obligations and notifies the FMO and Section Heads that unexpended funds must be identified as necessary for travel to the end of the fiscal year, or the balances must be deobligated and returned to available status for end of year spending.

Financial Management:**30%**

Advises FMO regularly of status of funds and obligations in various allotments handled, including current status of funding limitations for travel, representation, purchase of equipment, etc.

--Drafts Biweekly Excel reports to Management Counselor and Executive Office on Representation allotment execution as compared with initial and/or final budget plans. Reports comparisons by amounts and dates of current and prior year spending and itemizes liquidations according to the section and officer claiming reimbursement. Maintains records of donations received and reports to the Department the total donations of cash and or like-kind items received, the amount requested for reimbursement of post's expenses and the amount, if any, to be carried over for the following year's 4th of July event.

--Follows annual timeline for reporting Proceeds of Sale to the Bureau after ensuring their collection to the appropriate U.S. Treasury account. Verifies that all expenses of disposition have been paid, and requests reimbursement to post of amounts equal to the net proceeds reported. After POS return to post, notes the subobjects of items sold to ensure only like-kind purchases with POS money, and that POS funds not fully liquidated in the year received are monitored for liquidation by the end of the following fiscal year.

--Reviews 9292 Status of Obligations records biannually to identify outstanding travel advances due for repayment, and refers them for collection follow up to the Accounts Receivable examiner.

--Reviews Status of Funds and Status of Obligations reports of prior years to identify Unliquidated obligations (ULO). Coordinates with GSO Procurement to determine if all goods and services ordered in prior years have been confirmed as received and if invoices are outstanding. Where payments have not been made, contacts Washington, ELSO, and/or FSC Charleston for assistance and takes all steps necessary to reconcile and close ULOs as soon as possible, and in any event, before the end of the fiscal year in which the allotment will be closed and removed from the RFMS database. (Example: FY2001 closes as of 9/30/2006.)

--Prepares and submits to Washington/Bureau telegraphic funds status reports on midyear and final reviews of respective allotments to request additional funding based on narrative justifications when appropriate, or to return surplus funds as they are identified.

--Reports outstanding obligations to FMO in order to deobligated non-valid obligations from allotment accounts. Accuracy of obligations is absolutely essential to effective management of funding and to maintain precise status of resources at any given time.

--Drafts quarterly reports for Executive Office on budget execution as compared with initial and/or final budget plans. Prepares PowerPoint presentations with charts and graphs to depict percentage allocations according to subobjects and sections to assist management in assessing whether budgeting and spending patterns are consistent with the Mission Program Plan (MPP) priorities each year.

Grants:**10%**

Assists the Grants Officer with budget analysis prior to grants awards to eliminate or reduce high costs by a determination of whether:

- Costs are reasonable and allowable
- Department needs to pay for everything requested
- Miscellaneous Expense category requests must be removed and replaced by specific itemizations
- Food is an integral part of the program and therefore allowable
- Cost sharing is a part of the proposal.

Assists the Grants Officer with the grant budget negotiation with program officers. Prior to finalizing a grant award, the Grants Officer must ensure the scope of the project matches the amount funded. Neither the Grants Officer nor the grantee should assume that additional grant funds would be available in the future to make up any difference in the originally approved budget. Reviews grants payments requests submitted by Public Affairs Section (PAS) to ensure that the period for which funds are requested is during the period of the grant agreement and that it covers the following 30 days as required by OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations."

Ensures that for any individual overseas who is subject to U.S. tax laws who is paid \$600 or more from grant funds during the calendar year for services or honoraria, a Form 1099 is filed by the FMO with the Internal Revenue Service because all grants are ordinarily taxable unless stated otherwise in the legislation authorizing the grant.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of a degree from university or technical institution in a financial related course of study is required.

WORK EXPERIENCE:

- Two years of progressively responsible financial analysis, budget, accounting or other financial-related work is required.

LANGUAGE:

- Level III in English, Russian and Ukrainian (good working knowledge) is required.

KNOWLEDGE:

- Thorough understanding of all aspects of Regional Financial Management System (RFMS) including interrelationships among disbursing, accounting, and budget execution subsystems. Knowledge of USG appropriation and budget processes and related regulatory and legal

provisions. Understanding of supported sections' programs/projects and related financial management procedures.

SKILLS AND ABILITIES:

➤ Effective in communication and demonstration of excellent writing skills to be clear, concise and precise when drafting business documents. Able to advocate supported sections' requirements orally and in writing to FMO and post senior management for relaying further to Washington headquarters. Able to analyze and explain financial matters and problems to managers who may not be familiar with appropriations, budgets, regulatory and other areas. Level IV typing and ability to use calculator, word processor and personal computer.

APPLICATION AND SELECTION PROCESS:

Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by **COB November 7, 2010**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [490-40-85](tel:490-40-85).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv 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. The Department of State 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: DMercadante– FMO (by e-mail)