



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

DATE: July 9, 2010

TO: All Interested Candidates

FROM: United States Agency for International Development, Regional Mission for Ukraine, Belarus and Moldova (USAID)

SUBJECT: Job Opportunity Announcement # 09-2010, USAID/Kyiv

POSITION TITLE: Accountant

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: #09-2010

GRADE LEVEL: FSN-10

OFFICE LOCATION: Office of Financial Management, USAID/Kyiv, Ukraine

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: Monday, July 26, 2010 at 6:00 PM Kyiv time

APPLICATION AND SELECTION PROCESS: Interested applicants should e-mail their *current résumé*, *letter of interest* in **English** and three references to the USAID Human Resources Unit at kyv09-2010@usaid.gov

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

Note: Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Best qualified applicants who meet minimum requirement will be invited for an interview and test.

BASIC FUNCTION OF POSITION

This position is responsible for all aspects of OE related accounting and budgeting activities for the Regional Mission of Ukraine, Moldova and Belarus. Responsible for analysis, projections and budgets for the Mission's Operating Expense (OE) budget. Maintains and periodically reviews, reconciles and balances the Mission's OE records; prepares periodic and ad hoc reports based on these records; and provides other information to Mission management. Prepares budget projections and requests based on analysis of staffing levels, probable and proposed funding levels, changing economic environment and Mission/Agency trends; determines appropriate funding source for various expenditures and ensures that obligations and disbursements are attributed to proper accounts. Interprets Agency and other rules and regulations and advises the Controller and other Mission personnel on the proper application of funds, forward funding policy, the propriety of funding requests and all OE related budgetary tables required for the annual report process. Serves as the primary analyst for review and advice about all ICASS (International Cooperative Administrative Support Services) budgets for Ukraine, Belarus and Moldova.

MAJOR DUTIES AND RESPONSIBILITIES

A. Accounting Duties

60 %

1. Reviews and assigns fiscal data to various commitment and obligation documents such as purchase orders, travel orders, leases, allowance grants, etc.; provides clearance pertaining to regulations and policies which includes forward funding guidance and appropriate use of OE funding. Validates these documents for funds availability within amounts allowed and/or available; and enters manually commitments and obligations into Phoenix for a large mission.
2. Prepares and reviews for accuracy of accounting code for OE budget allowance, obligation and disbursement transactions, budget allocations, etc. Establishes and maintains current working files for OE documents such as ICASS, OE budget, travel budget, allowances, etc.
3. Performs section 1311 review of OE-funded operating obligations and prepares journal vouchers to either transfer or de-obligate funds found in excess as a result of the review. In consultation with the Executive Office (EXO), provides un-liquidated obligation status and other close-out information for contracts. Documents all decisions, obtains necessary approvals, takes required action, and maintains files on this process. Also

prepares quarterly accruals for OE-funded and split funded obligations.

4. Performs monthly, quarterly and year end accounting cycle closings collaborating with the Chief Accountant.

5. Must have adequate knowledge of Mission programs in order to support and backup the regional program accountant, or the Chief Accountant, during their absence and performs other duties or special projects as required by the Controller and/or Chief Accountant. Performs other miscellaneous duties as assigned.

B. Budget Duties 40%

1. Responsible for the preparation of the OE operating expense Budget for the Regional Mission for Ukraine, Moldova and Belarus in collaboration with the Executive Office, Program Office, Director's Office, Regional and Technical Offices, based on a detailed analysis of historical records, inflation trends and planned actions, and requirements measured against probable fund availability. This includes preparation of Annual Budget. Support budget estimates with justifications, complete documentation of projected expenses by category and account. Prepares "what if" scenario pertaining to the OE-funded operating budget.

2. Controls execution of the yearly OE budget. This includes tracking specifics accounts (i.e., representation, training, awards, travel, and conferences). Reviews planned versus actual cost, and advises the Controller and Mission Management when shortfalls or excesses are projected, and provides advice on appropriate corrective actions. Updates/modifies budgets as required. Drafts responses to USAID/Washington concerning the budget status and other budgetary matters. Estimates and records all OE and split funded commitments and obligations in timely manner. Prepares funding request for the next quarter or as required.

3. Reviews monthly requirements for recurring expenses in light of expenditure trend, and coordinates with EXO the preparation of the journal voucher to obligate the necessary funds. Coordinates with USAID/W upward and downward adjustments to cover authorized actual expenses.

4. Assists the Contracting and Executive Offices in the preparation of detailed personnel budget for OE-funded personnel. Prepares special budget reports as assigned for USAID/W and internal Mission use. Performs other miscellaneous related duties as assigned.

REQUIRED QUALIFICATIONS

a. Education:

University degree in accounting, business administration, or finance is required.

b. Prior Work Experience:

Minimum of five years of progressively responsible experience in budget work, accounting, or auditing is necessary. Two years of experience in accounting or budgeting with a U.S. Government Agency is desirable.

c. Post Entry Training:

Specialized training courses in ISG accounting, USAID financial analyses, data processing and USG contracting desirable. On-the-job training in USAID accounting policies and procedures, financial methods, cash management procedures, and Phoenix operations and report generation required.

d. Language Proficiency:

Level IV English ability (fluent) is required. Fluency in Ukrainian and Russian is also required.

e. Knowledge:

Must have fully comprehensive working knowledge of pertinent Foreign Affairs agency laws, regulations, and procedures relating to budgeting, accounting, and financial management, and the full range of skills and abilities required in computing both procedural and technical and financial OE planning and analysis budget work. Must also have a thorough knowledge of the organization and functions of the major administrative support areas of the Embassy and/or associated agency/agencies served.

f. Abilities and Skills:

Must be able to understand budget management implications of changes of priorities, tempo, and direction of operational expenditures and projects and be able to recommend appropriate adjustments to financial plans. Must be able to relate changes to funding levels brought about by reductions in allotment due to cuts, variations in exchange rates, increased costs of material and labor, etc. and advise appropriate management officials of OE implications.

Must possess a high level of interpersonal skills in order to be able to gain acceptance of recommendations relative to budget management issues. Must

possess high level of skill in articulating (orally and in writing) complex issues and relationships between functions/OE/projects and funding options.

POSITION ELEMENTS

a. Supervision Received:

Works under the immediate supervision of the Chief Accountant who assigns work on a long-term basis and spot-checks completed assignments. Supervisor is available to provide guidance and resolve problems as needed.

b. Available Guidelines:

OMB, GAO, internal audit and USAID handbooks (particularly financial management and host country contracting) guidelines which must be complied with. General accounting principles must be interpreted and applied to operational expenditures and projects.

c. Exercise of Judgment:

Professional judgment is required to apply prescribed guidelines effectively and independently to work.

d. Authority to Make Commitments:

Does not make commitments except to the extent of verifying funds availability and the accounting treatment of specific transactions.

e. Nature, Level and Purpose of Contacts:

Regular Contact is maintained with staff members at all levels in the Mission on virtually a daily basis to clarify items on documentation or fund cite requests, request additional information on 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.

f. Supervision Exercised:

This is a non-supervisory position.

g. Time Required to Perform Full Range of Duties:

Twelve months.