

USAID VACANCY ANNOUNCEMENT # VN12-003

TO: All Mission Employees

FROM: Isaac Abraham, Acting Executive Officer

SUBJECT: Vacancy Announcement - Supervisory Voucher Examiner

DATE: July 20, 2012

The United States Agency for International Development (USAID) in Lima, Peru is seeking applications for the following position:

Position Title:	Supervisory Voucher Examiner
Pos. No. and Grade:	FSN 9, C-355
Division/Office:	Regional Financial Management Office

BASIC FUNCTION OF POSITION

Supervisory Voucher Examiner on the RFMO/Lima Regional Support Team, performs all duties required to organize and direct all activities of the Voucher Examiner Section of the Office of the Controller to ensure that all vouchers received by the Mission, for USAID/Peru and client Missions, are systematically controlled, appropriately examined, and promptly paid. Supervises seven Voucher Examiners in the performance of a full range of claims examination duties including payroll and allowances, travel and transportation, complex requests for payments of goods and services related to USAID's projects, and VAT reimbursements.

MAJOR DUTIES AND RESPONSIBILITIES

Supervision:

1. Distributes work-load among Voucher Examiners, provides guidance to the members of the section and supports them in the activities carried out.
2. Approves leave for supervised personnel.
3. Resolves personnel conflicts and issues.
4. Requests input and prepares work plan and performance evaluation reports for seven voucher examiners.
5. Develop and implement individual training plans for each voucher examiner.
6. Coordinates regional payment operations and support with client missions.

Supervisory Review of Vouchers:

1. Reviews all the vouchers processed by one of the voucher examiners to ensure that appropriate authorizations and certifications are present and supporting documents are attached.
2. Assures that the payment documentation is internally consistent and complete before submission to the authorized certifying officer for signature.

Payments:

1. Generates and edits the weekly Unprocessed Voucher Reports and distributes them among voucher examiners, certifying officer, and supervisors.
2. Implements and maintains safeguards to ensure that improper or duplicate payments do not occur.
3. Reviews the Automated Disbursement Reports to verify that batch jobs ran successfully, and if there are any errors with payments takes the necessary action to solve the problem.
4. Keeps the Controller, Deputy Controller and Chief Accountant apprised of delays in processing payments, client Mission issues and other matters regarding the examination of vouchers.

Advances:

1. Generates and edits the monthly Outstanding Advance Aging Report and distributes them among voucher examiners, certifying office, and supervisors.
2. Establishes and maintains procedures (such as written memoranda to project managers) in place for proper and timely payments due to USAID from vendors and employees.

Processing Vouchers:

1. Examines, analyzes and processes a wide variety of difficult and complex program and OE funded payment vouchers associated with the operation of the USAID/Peru Mission and client missions.
2. Verifies that appropriate authorizations and certifications are attached with valid supporting documentation and or receipts; and that financial fiscal data is accurate and complete.
3. Determines that claims are valid and accurate and in accordance with established USAID regulations, disbursement procedures, agreements and contract provisions.
4. Performs funds availability verification: Pre-reviews to verify that un-liquidated obligation balance is sufficient to process payment or advance requests and ensures that improper or duplicate payments do not occur.
5. Provides general assistance to clients such as voucher preparation and USAID's payment policies.

Other Assignments:

1. Coordinates and works on special audits requested by Washington, such as the quarterly Improper Payment Information Act review.
2. Oversees and monitors VAT reimbursement from the GOP.
3. Carries out a variety of special assignments as directed by the Regional Controller, Deputy Controller and the Chief Accountant.

DESIRED QUALIFICATIONS:

Education:

University degree or equivalent in Business, Accounting or Finance is required.

Prior Work Experience:

Three to four years prior related progressive work experience in voucher examination is required. Experience must have provided the opportunity for working knowledge of grant projects. From one to two years previous supervisory experience is desirable.

Post Entry Training:

Training provided for Phoenix (the USAID-specific accounting system) and E2 (the USAID web-based travel system). Additional training provided on the guidance presented in the Automated Directives System (ADS), Financial Management Bulletins, and other USAID policies and procedures.

Language Proficiency:

Spanish fluency and good working knowledge in English (level III) is required.

Knowledge:

Should possess a thorough understanding of professional accounting principles, theories, and practices. Versed in procedures related to budgeting, funds control, USG regulations, Foreign Affairs Manual and Handbooks, Standardized Regulations, Foreign Service travel regulations is highly desirable.

Abilities and Skills:

Ability to comprehend and logically and properly execute and supervise the payment process, including various and detailed technical program regulations, terms and conditions as exist in USAID programs. Must have excellent interpersonal skills and ability to communicate clearly and convincingly the rationale for payment disallowances. High analytical skills. Must be highly proficient, at advanced or expert level, in Microsoft Excel and Word. Proficiency in creating financial charts and tables is also required.

USAID/Peru, an equal opportunity employer, does not discriminate on the basis of race, color, religion, nationality, sex, age, physical or mental disability.

Candidates will not normally be considered for higher-level positions during their probationary period.

To apply for this position, interested candidates should submit the following or the application will not be considered:

1. For applicants within the Mission: Please submit a Memorandum of Application and a resumé.
2. For applicants outside the Mission: Please submit a current resumé/curriculum vitae as well as a letter of application.

All completed applications must be returned to USAID/Peru Human Resources Office or via fax to 618-1350 by 4:00 p.m. Friday, August 3, 2012. Applications received after the closing date will not be accepted.