



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Catherine Andang, A/Mission Director 
Subject: Job Opportunity Announcement

USAID is accepting applications for the following local-hire position:

POSITION TITLE : Accountant
NUMBER OF POSITIONS : One (1)
GRADE : FSN 7 (Cooperating Country National)
OPENING DATE : November 5, 2007
CLOSING DATE : November 21, 2007
WORK HOURS : Full-time; 40 hours/week

USAID/Benin is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

1. BASIC FUNCTION OF POSITION

The Office of Financial Management (OFM)/Benin performs a wide range of critical functions including all financial accounting and reporting, financial analysis, internal control management, payables and accounts receivable processing, ICASS budgeting and payment, cashier operations, payroll processing, pre-award assessments and audit management follow up.

Under the direct supervision of the FSN Senior Accountant, maintains USAID accounting records for the overall administrative/operating budget of the Mission. Prepares reports based on these records for internal use by the Mission. Maintains general ledger and subsidiary records of U.S. Government owned/controlled property, periodically reconciles to physical inventories and prepares related reports as required. .

2. MAJOR DUTIES AND RESPONSIBILITIES

A. Reviews, pre-validates, codifies, and posts to Mission accounting records all purchase orders, contracts, vouchers, advices of charge, journal vouchers, transfers between appropriations, travel authorizations and other documentation. Maintains the related working files with complete documentation in support of obligations and their liquidations staying up-to-date with the financial activity and status of the current year budget. 30%

B. Reviews, reconciles, and posts reconciling items for the U.S. Disbursing Office in Charleston (SF 1221) and the Treasury Department Financial Management Center in Kansas City appropriations into the Mission Accounting System (MACS) on a monthly basis. Documents non posted items, and works with the voucher examiners and the cashier to research and clear non posted items. 20%

C. Maintains accounting records of the obligations by fiscal year by expanded object class. Prepares related financial reports as required for Mission management and USAID/W. Prepares and monitors the budget formulation and analysis processes by maintaining schedules of expenditures by cost center as specified 15%

D. Reviews, reconciles, and balances accounting records each month. Assists EXO and CTOs in the reviewing of detailed accruals and 1311 analysis worksheets of un-liquidated obligations (delivered and undelivered orders), prepayments, and other categories required for quarterly reports and prepares the journal vouchers for de-obligations as appropriate. 10%

E. ICASS budget monitoring. Reviews information from the Embassy, making sure funds are available, makes sure the figure are correct by reviewing the time allocation sheet, the final bill, workload accounts. ICASS committee team member. 10%

F. Determines whether each obligation is valid, and whether funds are available, and pre-validates and codifies obligating and disbursement documents by type of expense consistent with budget classification. Prepares monthly journal vouchers for recurring obligations and necessary adjustments. 10%

G. Maintains general ledger, subsidiary records and documentation files of US Government owned and controlled property as required. Reconciles periodically to physical inventories and prepares the annual U-754 report and Capitalized Asset report. Performs other miscellaneous related duties as assigned. 5%

3. OTHER SIGNIFICANT FACTS

A. Supervision Received; General Supervision is received from the Senior Accountant.

B. Available Guidelines: ADS, USAID Handbooks, Mission Orders on Financial Management, and Internal Operating Procedures. Macs guide book.

C. Exercise of Judgment: Determines the classification of obligations. Makes judgments as to the validity of obligation balances, and the need for de-obligations. Elaborate and follow up on budget issues.

D. Authority to Make Commitments: None

E. Name, Level of Contacts: All levels of Mission staff and management.

F. Supervision Exercised: None

G. Time Required to Perform Full Range of Duties: Nine months

4. QUALIFICATIONS AND EVALUATION FACTORS

Applicants must submit a curriculum vitae (CV) which contains information about education, professional experience and skills. CV's must include a discussion of skills in language and computers. Applicants are encouraged to prepare a cover letter which provides more details which show how other skills for this position were demonstrated in previous professional experience. Applicants are also strongly encouraged to submit copies of the application in both French and English.

Applications must include the names and contact information for at least three references. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application.

After an initial review of applications, only those deemed to meet minimum requirements will receive further consideration. After reviewing applications from the initial screening, the USAID committee will develop a short-list of applicants who will be invited for testing and interviews.

Following are the evaluation criteria, with their weight of importance, for this position

A. Education: A bachelor degree in business, finance, or accounting from an accredited institution or equivalent is required.

B. Experience: Three to five years of progressive responsible experience in accounts maintenance, bookkeeping, or related accounting work is required. Including a minimum of 2 years experience in accounts maintenance work using automated systems.

C. Post Entry Training: Formal and on-the-job training in USAID financial management systems and relevant ADS series and USAID accounting and fiscal management systems and procedures will be provided. Training in USAID Financial Management Overview, Accounting, Voucher Examination, US Government Standard General Ledger Basics, Prompt Pay Act, Basic Governmental Budgeting and Accounting Concepts and Appropriations Law will also be required.

D. Language: Level IV English and French ability (good working knowledge) is required.

E. Knowledge: In-depth knowledge of appropriation and allotment bookkeeping and accounting procedures related to maintaining, reconciling, and closing accounts in U.S. Government activities, including appropriation funding, allotments, obligations, and disbursements; of the accounting procedures and operations of an integrated manual and computerized accounting system; accounting policies and procedures; and of related reporting systems involving extensive supporting schedules and analyses to explain changes from previous reporting periods.

F. Abilities: Ability to analyze the interrelationship of accounts that are affected by varied transactions and documents, accounting codes, and account structures, and that involve detailed procedures for setting up and liquidating obligations.

