

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2008-03
January 30, 2008
Page 1 of 4

TO: ALL FOREIGN SERVICE NATIONALS

SUBJECT: RECRUITMENT FOR ONE (1) ACCOUNTANT FOR THE CONTROLLER'S OFFICE

METHOD OF: TWELVE (12) MONTHS PERSONAL SERVICES CONTRACT
EMPLOYMENT RENEWABLE, SALARY EQUIVALENT TO FSN-10 GRADE

The USAID Mission in Madagascar is soliciting expressions of interest from qualified candidate to serve as Accountant for the Controller's Office. The contract is for an initial period of one (1) year subject to renewal based on annual performance review, continuing need for the contractor's services, and availability of funds.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Chief Accountant, the incumbent will perform the following:

PROFESSIONAL ACCOUNTING DUTIES

1. Supervise and execute the monthly, quarterly, and year-end closing for accounting systems and prepare the related reporting on a timely basis as required. Also includes reconciling cash accounts with Treasury.
2. Operate the Phoenix financial management system, Phoenix Viewer for reporting, GOALS, IPAC, and SF-224, helping to assure the proper processing of transactions, including payments through Charleston and Kansas City Disbursing Offices.
3. Identify reconciling items and coordinate and track them with Accountants until cleared.
4. Serve as Phoenix Coordinator - analyze, clarify, and instruct Mission users on new and revised accounting and control procedures and practices, including software updates, issued by AID/Washington and Mission Management.
5. Extract specific accounting data required to generate reports for AID/Washington, Mission, and Controller's Office staff.
6. Provide technical and logistical support on accounting systems to financial analysts, voucher examiners, and other Controller's Office staff and system users.
7. Receive and obligate OE budget allowances. Report status of amounts obligated as requested. Provide fiscal data with object class code in response to fund cite requests.
8. Review and analyze a wide variety of accounting documents (MAARDS, contracts, leases, TAs), and determine propriety for commitment obligation and/or sub-obligation. Determine

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2008-03
January 30, 2008
Page 2 of 4

- propriety of charges and post commitments, obligations, and sub-obligations to Phoenix and review all incoming-IPACs, determine propriety of charges and posts OE-funded charges into Phoenix.
10. Provide EXO personnel with information and advice to commitment and obligation of OE funds, salary and allowance payments, and various charges
 11. Perform 1311 reviews for OE accounts on a quarterly basis in collaboration with EXO staff and ensure that obligations are valid and that excess funds are deobligated as needed. Prepare quarterly accruals for all operating expenses accounts to ensure that the Mission's accounts are properly reported on an accrual basis as required.
 12. Perform specific cost analysis and projections on operating accounts as requested by Chief Accountant and Controller. Prepare Mission Support Costs Allocation periodically and coordinate with SO Financial Analysts for funding.
 13. Analyze ICASS budgets in relation to workload counts, run budget scenarios for management decision making, and track ICASS charges.
 14. Maintain files and computerized logs which provide an audit trail for all OE transactions posted.
 15. When requested by supervisor, serve as Acting Chief Accountant in the absence of the incumbent in overseeing all payment and accounting functions

BUDGET ANALYST DUTIES

1. Prepare financial data and analysis for the OE portion of the Annual Report (A/R).
2. Prepare quarterly OE projections based on review and analysis of prior periods' activity and interaction with Mission staff.
3. Control OE budget allowances and assign commitment and obligating fiscal data. Manage recurring obligations (utilities, etc) and advise Chief Accountant and Controller on needs and funds availability.
4. Assist EXO staff in preparing OE-funded MAARDs and contract budgets.

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2008-03
January 30, 2008
Page 3 of 4

PROGRAM ACTIVITIES AND OTHER ASSIGNMENT

For all program activities which are not under any official Strategic Objective, e.g. Disaster Assistance, Special Self Help, Democracy and Human Rights Funds, perform or assist USAID recipient's in the implementation of their small grants:

1. Assess prospective Grantee's administrative, financial and institutional capabilities to implement USAID small grants. Determine appropriateness and effectiveness of Grantee's operating procedures and cash management practices. Provide an opinion on the confidence to be placed on the Grantee's internal controls and recommend necessary actions to meet USAID financial requirements;
2. Provide training to grantees in administrative and financial management to meet US Government standards.
3. Conduct financial reviews of Grantees as needed to determine the reliability of their financial reports and propriety of expenditures recorded.

OTHER

Participate in the implementation of the Mission's annual self assessment of internal controls of the Controller's Office. Facilitate the assessment of risks, development of control techniques, review and testing of management controls and assure compliance with reporting requirements.

Perform other duties as required.

REQUIRED QUALIFICATIONS:

Applicants are encouraged to submit a cover memo with discussion of the following criteria:

EDUCATION:

Bachelor's Degree in Accounting or Business Administration is required. MA degree in one of these fields or a professional accounting certification is desirable.

EXPERIENCE:

From four to six years of progressively responsible professional experience in accounting or budgeting is required. US Government financial experience in any of these fields is highly desirable. Previous experience should demonstrate ability to take on increasing amounts of responsibility and potential for professional growth. This includes demonstrated ability to plan and carry out important projects without significant supervision.

KNOWLEDGE AND ABILITIES:

1. A thorough knowledge of Generally Accepted Accounting Principles (GAAP), theories, practices and terminology; as well as the principles and accepted practices of Malagasy government is required.

U S A I D / M A D A G A S C A R
P E R S O N N E L N O T I C E

USAID PER. Notice No. 2008-03
January 30, 2008
Page 4 of 4

2. A working knowledge of widely used Commercial off-the-shelf (COTS) accounting packages.

SKILLS:

1. Must have excellent analytical skills, sound judgment, and the ability to communicate effectively.
2. Must possess good interpersonal skills to deal effectively with Mission staff at various levels and Embassy personnel and partners. Must have good teaching skills. Need good interpersonal skills to work in multicultural setting.
3. Demonstrated skills and abilities, independence and exercise of judgment are required in budget analysis and forecasting, the pre-validation of obligating documents, compliance with approved budget activities, and the legality of disbursements against valid obligations for approved budget purposes/activities.

LANGUAGE PROFICIENCY:

Fluent in English and French (level IV) with demonstrated written and oral communication skills.

CLEARANCE: **CLEARANCE:** Medical and security clearances of the selected individual must be updated (USAID/Madagascar will assist in this matter).

SALARY: The position is classified at an FSN-10 Grade. Should the selected candidate not meet the FSN-10 level requirements, he/she will be hired at the FSN-9 level 'trainee' position..

DEADLINE: Submit a completed OF-612 (available at USAID/Reception), a CV, an application letter, and copies of pertinent certificates by **4:00 pm, Wednesday, February 20, 2008** to USAID/Madagascar EXO/HR. Please mark the envelope with PERNOT 2008-03. Applications must be received at USAID Office by the above deadline to be considered.

Clearances:

Bakoly RATSIMANOHATRA

Frank ANDRIANARISANDY

Tom FALLON