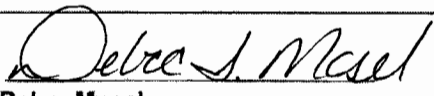


INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given on Local Employee Position Classification Handbook, Appendix B and 1979 A-3606							
1. POST WINDHOEK - NAMIBIA			2. AGENCY USAID		3. POSITION NO. 300-007		
4. REASON FOR SUBMISSION							
<input type="checkbox"/> Reclassification: This position replaces							
a							
Position No.		300-007	(Title)	CHIEF ACCOUNTANT	(Series)	430	(Grade)
No.			(Title)		(Series)		(Grade)
b New Position							
c Other (explain)							
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade	Initials	Date	
a Post Classification Authority Edith Humphreys, EXO		CHIEF ACCOUNTANT (430)		FSN-12			
b Other							
c Recommended by Initiating Office		CHIEF ACCOUNTANT					
6. POST TITLE OF POSITION (if any) CHIEF ACCOUNTANT				7. NAME OF EMPLOYEE			
8. MISSION OR OFFICE USAID / NAMIBIA				c Third Subdivision			
a First Subdivision OFFICE OF THE CONTROLLER				d Fourth Subdivision			
b Second Subdivision				e Fifth Subdivision			
9. This is a complete and accurate description of the duties and responsibilities of my position.				10. This is a complete and accurate description of the duties and responsibilities of this position.			
_____ Signature of Employee				_____ Signature of Local Supervisor			
_____ Date				_____ Date			
11. This is a complete and accurate description of the duties and responsibilities of my position. There is a valid management need for this position.				12. I have satisfied myself that this is an accurate description of this position and I certify that it has been classified in accordance with appropriate Local Employee Position Classification Standard.			
 Debra Mosel Signature of American Supervisor				 Edith Humphreys Signature of Personnel Officer			
3/9/09 Date				3/6/09 Date			

13. BASIC FUNCTION OF POSITION

Provides direct assistance to the USAID Director, personally performing difficult and complex technical program budgeting and analysis, operating expense budget analysis, accounting duties, and providing supervision and training of local staff in the Controller's Office. Serves as the principal professional financial expert FSN in the Mission and works closely with the USAID / Southern Africa Regional Financial Management Office. Oversees the management of the USAID / Namibia Controllers Office and provides professional advice directly to Mission Management on USAID accounting regulations.

14. MAJOR DUTIES AND RESPONSIBILITIES

Develops and coordinates preparation of detailed budget information and analysis for technical and program staff; providing expert advise on operating expense and project budgeting, methods of financing and implementation, and program planning and analysis assistance. Ensures that all approved program and operating expense budgets are implemented in accordance with U.S. Government laws and regulations. **20%**

Provides close supervision and training, guidance and advice to Controller Office staff (a total of three (3) FSN staff on all aspects of obligation of USAID funds, cost analysis interpretation of applicable USAID fiscal regulations and laws affecting the obligation of official funds. Ensures compliance with both local and U.S. regulations and laws. **20%**

Establishes and maintains all accounting systems for appropriated dollar funds for operations and program purposes. Makes projections for use of future project expenditures from Phoenix Reports showing accrual data and account balances. Provides periodic reports on the financial status of current programs to Mission Management. Participates in the installation and implementation of financial management systems. Monitors and reports on the effectiveness of each system.

10%

Conducts a continuous review of obligation documents for the purpose of ensuring maximum efficient use of USAID funds, making recommendations to the Regional Financial Management Office with respect to items requiring adjustments in program management and mission operating expense funds. Establishes effective pre-validation procedures / systems to ensure obligations are for authorized needs only. Frequently holds discussions with the Regional Financial Management Office management to inform and receive guidance to make decisions regarding the use of funds. **10%**

Develops scopes of work and conducts financial reviews and assessments of grantees or Host Government agencies in order to ascertain their capability to manage and implement USAID projects. Advises Host Government and grantees on USAID procedures and special requirements related to grants and loans. Reviews proposed contracts for compliance with applicable laws, regulations and management requirements. Provides expert technical advice to host country officials on Host Country contracting. Monitors implementation of all Host Country activities making recommendations for necessary amendments, changes, etc. Advises on closing audit recommendations and conducts tests of completeness. **10%**

Provides authoritative guidance to mission management and controller's staff in matters affecting use and limitations of appropriated funds, transportation of persons and goods, travel regulations, allowances and other related matters. Advises and assists the Executive Officer, Cognizant Technical Officers, Program Officer in various aspects of ICASS, program financial management, financial matters related to personnel and transportation, and Host Government accounting procedures. **10%**

Supervises all financial management functions and activities including Financial Analysis at USAID / Namibia, ensuring timely completion of all accounting and financial reporting requirements. **10%**

Regularly meets with USAID / Namibia Strategic Objective Team Leaders and members on financial implementation of program activities and financial and payment procedures to be followed. Monitors the status of SO activities including advances, pipeline and the operational year budget (OYB) in collaboration with the Program Office. **5%**

Provides technical guidance and advice to the accounting staff for payment vouchers submitted for payment against sub-commitments having unique or peculiar provisions of allowable costs or provisions outside those normally encountered in USAID project implementation. **5%**

Supervisory activities include responsibility for technical training and guidance, follow-up on deadlines and work quality, writing/revising position descriptions, participating in the recruitment of subordinate staff, performance management, training and career management, and performance counseling.

Learning: Maintains job knowledge and skills through on-line training, specialized USAID training opportunities and own initiative in the areas of Real Property Management, Property Management, GSO operations, and Information Technology. Continuously scans the environment for best practices and new applications to enhance operations in the incumbent's functional areas and shares new knowledge with subordinate staff, colleagues and supervisors. Employee needs to take initiative to learn and be fully functional in his/her area.

15. REQUIRED QUALIFICATIONS

Education

University Degree in Accounting, Finance or Business Administration is required.

Prior Work Experience

Seven years of progressively responsible experience in public or private accounting after university is required. Five years of supervisory experience is preferred. It is preferred if at least 3 years of this experience is with a USAID Mission. A professional certification in accounting or management accounting is highly desirable.

Post Entry Training

Appropriations Law Seminar
Federal Government Accounting
Financial Management Overview
Management Skill
Phoenix SME Training
Supervisory Skills Course
WinACS for Cashier Supervisors

Language Proficiency

Level IV English both written and oral.

Knowledge

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and procedures of the U.S. and Namibia

and business financial accounting, budgeting and reporting. A thorough knowledge of laws, regulations and procedures associated with USAID financial management.

Skills and Abilities

A high level of analytical and sound judgment is required. Must be able to compile and present a great deal of detailed information in a concise and professional manner. Must be capable of supervising other Controller Office staff, and directing a complex accounting operation. Maintaining effective working relations with American personnel in USAID and other USG Agencies. Must have strong word processing and spreadsheet skills using Microsoft Word, Excel, and ACCESS.

Within the required probationary period, incumbent is expected to demonstrate thorough knowledge of US federal laws, regulations and procedures associated with AID financial management, knowledge of USAID systems, business practices, reporting and analysis, understanding of US Government procurement regulations, ability to prepare both automated and manual financial reports and statement in accordance with applicable US accounting standards, an understanding of the federal budget process, and good supervisory skills.

16. POSITION ELEMENTS

Supervision Received

The incumbent reports to the Regional Financial Management Office's controller and receives daily on-site supervision from the USAID / Namibia Assistant Mission Director. The incumbent is expected to be able to work independently.

Time Required to Perform Full Range of Duties:

Eighteen to twenty-four months.

Available Guidelines

- ADS
- AIDAR
- Code of Federal Regulations (CFR)
- current accounting literature
- Department of State Standardized Regulations (DSSR)
- Foreign Affairs Handbook (FAH)
- Standardized Regulations, Foreign Affairs Manual (FAM)
- Foreign Affairs Regulations (FAR)
- Foreign Transportation Regulations (FTR)
- FSTR Regulations
- GAO decisions
- OMB Circulars
- US General Services Administration (GSA)
- USAID Financial Management Bulletins
- USAID Staff Development Programs
- USAID / Southern Africa controller operating procedures

Exercise of Judgment

The incumbent must exercise sound and independent judgment.

Authority to Make Commitments

The incumbent does not carry authority / responsibility to make commitments on behalf of USAID.

Nature, Level and Purpose of Contacts

Involves the development and maintenance of contacts with senior to high level U.S. government officials and mid to high level host government and business officials.

Supervision Exercised

The position is supervisory in nature; the incumbent is responsible for the oversight of the Controller's Office and all staff within said office.