



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

DATE: AUGUST 5, 2016

FROM: HUMAN RESOURCE OFFICE, USAID ETHIOPIA

SUBJECT: JOB/VACANCY ANNOUNCEMENT NO. 07/16

TO: ALL QUALIFIED APPLICANTS

TITLE OF POSITION: OE ACCOUNTANT/BUDGET ANALYST

LOCATION OF WORK: U.S. EMBASSY, ENTOTO ROAD

HOURS: FULL TIME 40 HOURS PER WEEK

FINAL FILING DATE: AUGUST 19, 2016

SALARY: FSN-09 (USD 12,657 to USD 22,773) depending on the candidate's earning history, qualifications and experience.

BASIC FUNCTION OF POSITION: As the Operating Expense (OE) Accountant/Budget Analyst for USAID Ethiopia, the incumbent is responsible for the development and management of the operating expenses (OE) for the mission and client missions. This includes working in close coordination with the Executive Office personnel in the development of the annual OE budget requirements based on an analysis of prior years' expenditures, staffing requirements, and the procurement needs of the mission. The incumbent is also responsible for reviewing and providing funds availability clearances and recording of commitment and obligation transactions on timely basis to the agency's accounting system. S/he also produces reports and supporting financial data to ensure progress on expenditures remains on track. Based on projections, makes recommendations on adjustments as emerging trends dictate. S/he works on the operating expense budgets for the mission and client missions, and provides input for the OE narratives to be submitted to USAID/Washington and mission management. S/he serves as the primary backup for the project accountants and will be responsible for preparation of the monthly cash reconciliation with the U.S. disbursing offices to clear outstanding reconciling items, review and provide funds availability clearances on all funding documents. The incumbent will serve as the secondary backup for the accounting systems coordinator for cash reconciliation with the U.S. Treasury. Reviews unexpended fund balances of operating expenses on regular basis and recommends releasing surplus funds for alternative uses or for return to U.S. Treasury.

MINIMUM QUALIFICATIONS: In order to qualify, the applicant must possess the following:

EDUCATION: A Bachelor's Degree in accounting, finance, business administration, or closely related field.

EXPERIENCE: Three years of progressively responsible experience in professional accounting or closely related field.

LANGUAGE: Level IV (Fluent) in English and Amharic, written and spoken.

KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of government and business financial accounting, budgeting, reporting, and auditing.

Must be able to maintain a budget and identify practices and procedures that require correction or modification. S/he should be able to analyze numerous accounting records. Determines the need for various types of accounting entries relating the purpose and objective of funds to their costs and fiscal

requirements. Must develop and maintain active contacts with USAID staff, and in particular, the Executive Office staff. Requires the ability to present facts and recommendations in a clear and concise manner, both orally and in writing. Computer skills including knowledge of computerized accounting systems and experience with Microsoft Excel, Word, Access, and PowerPoint. A working knowledge of the Internet and good writing ability are also required.

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form [[Universal Application for Employment \(DS-174\)](#)] along with the credential documents to USAID Ethiopia, Human Resources Office via the email address addisusaidjobs@usaid.gov. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents must be submitted:-

- Letter of application/cover letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here [Universal Application for Employment \(DS-174\)](#);
- Current resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say – Vacancy 07/16 OE ACCOUNTANT/BUDGET ANALYST,
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: The application form is available free of charge upon request and are also available for download from the internet [Universal Application for Employment \(DS-174\)](#). The final selection of a candidate is based solely on the advertised qualification in a competitive process. Individuals who meet the minimum qualifications are strongly encouraged to apply.