ACCOUNTANT
Job Announcement No. AID - 003 -20

OPEN TO: All Interested Candidates
POSITION: Accountant
OPENING DATE: January 13, 2020
CLOSING DATE: January 24, 2020
WORK HOURS: Full-time; 40 hours/week
SALARY: FSN-10 (ZMK 388,892.27 p.a. – ZMK 605,532.36 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Accountant in the Financial Management Office.

BASIC FUNCTION OF POSITION
This is one of two (2) Accountant positions located in the USAID/Zambia Financial Management Office (FMO). The primary purpose of this position is to manage, direct, and maintain USAID/Zambia’s accounting systems for a program budget of approximately $400 million and Operating Expense (OE) budget of approximately $5 million per year. The Accountant reviews, analyzes, reconciles, and balances program and OE-funded accounting records and systems for USAID/Zambia.

The incumbent recommends appropriate funding source(s) for various program, OE, and Local Currency Trust Fund requests and ensures that obligations, sub-commitments, sub-obligations, and disbursements are attributed to proper accounts. S/he interprets Agency policy and other rules and regulations, and advises the Controller, Chief Accountant, Development Objective Team leaders and other Mission personnel on the proper application of funds and the propriety of funding requests.

By means of special reports, memoranda, and personal consultation, the incumbent keeps Mission officials informed concerning existing control procedures and the financial status of the various projects and program activities in effect. S/he also proposes financial management improvements to ensure that USAID/Zambia mission functions are conducted in an efficient manner. In addition, the incumbent works closely with other FMO teams to advise recipients on USAID and Mission financial policies and procedures and assists recipients in improving their accounting functions for local capacity building.
The Accountant has no supervisory responsibilities and is under the direct supervision of the Chief Accountant, but ultimately, reports directly on status of all funded activities to the Controller.

MAJOR DUTIES AND RESPONSIBILITIES

1. Phoenix: 30%

USAID/Zambia’s FMO uses Phoenix as its primary automated accounting system platform to record, process, control, and report on all activities. It is the responsibility of the Accountant to:

a) perform appropriate funding accounting operations;

b) ensure that all accounting systems are in place for USAID/Zambia programs and activities;

c) ensure proper application of accounting principles, practices, rules and regulations; and

d) efficiently control and maintain all funded activities in the Phoenix system.

The Accountant manages the complex and difficult processing of budget allowances, program Areas, program elements, commitments, obligations of funds. The Accountant manages the expanded object class codes (EOCC) and sub-categories to ensure compliance with both OMB and OPM reporting requirements at the mission level. The Accountant plays a significant role in ensuring the integrity of the Phoenix accounting system for all transactions such as budget, acquisitions, accounts payable, bills for collection, and accrual subsystems.

2. Accounting Reports: 25%

One of the Accountant’s key responsibilities is to provide Mission clients with accurate, timely, periodic, and last minute financial and ad-hoc reports, which includes preparing and presenting financial reports related to Operational Costs and ICASS. The incumbent consults with various clients, analyzes the information requirements, designs, and generates standard and tailored financial reports from the official accounting data. Clients include the U.S. Department of the Treasury, through the Government Wide Accounting & Reporting (GWA) system, the U.S. Embassy, the Department of State Africa Bureau, Washington CFO office, USAID/Zambia Mission Office Directors, team leaders, technical staff, implementing partners, other Agency officials, and the Government of the Republic of Zambia (GRZ).

3. Specific Tasks Include: 45%

- Provide advice to USAID/Zambia Technical and Support offices on all types of accounting transactions; review complex documentation in draft related to sub-commitments, commitments, sub-obligations and obligations, for substance and funds availability, in accordance with USAID Regulations; and record draft and final accounting transactions into the accounting system(s), as appropriate, upon receipt of the corresponding documents.

- Review for correctness, fiscal reports for Mission and USAID/Washington, including pipeline reports by project/program and source of funding; develop routine/quarterly financial reports showing obligations, sub-obligations, disbursements, and pipelines.
These reports are provided to and reviewed with obligation managers, financial analysts, the USAID/Zambia Program Office, and the FMO Controller on a regular basis.

- Conduct continuous, quarterly, and the mandatory year-end review of unexpended obligated balances, also referred to as 1311 reviews, in accordance with the U. S. Government rules and regulations (Section 1311, Public Law 83-663, 31 USC 1501) of the Federal Managers Financial Integrity Act. Work with obligation managers/COR/AORs and contractors/grantees in the development and recording of quarterly accrued expenditures, which impact the General Ledger for USAID/W reporting to Congress.

- Track, analyze, adjust, list and maintain records of all un-liquidated obligations, ensuring validity of obligations and compliancy with Congressional Actions/Laws and the ADS; project and plan for de-obligations and upward adjustments of obligations, keeping FMO Management Team fully informed of any potential problems and impact of such activities.

- Respond to requests for award closeouts, ensuring that all requisite activities are included in the closeout process and that all un-obligated funds are reconciled; inform Contracting Officers, EXO, A/CORs, Obligation Managers and Chief Accountant of the amounts available for de-obligation.

- Coordinate with Financial Analysts on quarter-end and year-end accrual generation activities, including appropriate actions such as producing worksheets used by A/CORs and Obligation Managers for projection of accruals in accordance with regulations.

- Perform the reconciliation between the Mission’s reported disbursements and those recorded by United States Disbursing Office (USDO) and the U.S. Treasury and prepare the monthly reconciliation certification; prepare reconciliations on all project activities and prepare reconciliations related reports, such as SF-1221, SF-224 and SF- 6653, which also involve cash/check and electronic payments reconciliations; investigate the reconciling items to resolve all discrepancies in a timely manner, not to exceed ninety (90) days; take corrective action to resolve reconciling items in conjunction with the Chief Accountant and coordinate other reconciliation activities when appropriate with pertinent FMO staff.

- Receive and manually post transactions processed by the State Department (1221 charges) through the Embassy’s Consolidated Overseas Accountability Support Tool (COAST).

- In accordance with Controller responsibilities and cross-training office policy, provide guidance, assistance and training to technical/support personnel on regulations and procedures of the USAID Phoenix accounting system.

- Coordinate with the Supervisory Voucher Examiner on corrective measures for faulty transactions through preparation of journal voucher entries and adjustments.

- Receive from USAID/Washington and other Missions and process all Intra-Agency-Payments (IPAC) in phoenix. Work with the Chief Accountant in clearing all outstanding IPACs in Phoenix and ensuring that they are properly recorded and reconciled in the SF-224 Financial Report on Agency Location Code payments.
- Track and maintain records for Modified Acquisition and Assistance Request Documents (MAARD), Journal Vouchers, International and Field Trip Requests, SF-1081s, SF-1190s, and other accounting transaction documents.

- Assist the Chief Accountant during the Budget Formulation and Execution Manager (BFEM) preparation in providing input on PFOC related needs.

- Along with the Chief Accountant, respond to audit and USAID/Washington requests for documentation and other financial data requests.

- Prepare the Mission’s Cost of Operations Budget (COB) and Spend-Plans, as well as track the execution and report on the budget status on a quarterly basis. The total annual COB, which includes both Operating Expenses (OE) and Program Funded Operational Costs (PFOC), is about $34 million dollars.

- Serve as the main Point Of Contact for ICASS related matters which includes reviewing and updating workload counts, conducting budget reviews, reviewing ICASS invoices for accuracy before the Controller and Mission Director’s approval and signature; and providing fund information for the ICASS bills Director’s approval and signature and providing funding information for the ICASS bills. Analyzes and reconciles USAID/Zambia periodic ICASS IPAC tranche charges from Washington and advises/recommends for obligation of adequate funds and recording in the financial system.

- Provide obligation managers/COR/AORs with information and guidance regarding the formulation and modification of budgets and transactions, measure for tracking key activities, etc. Identify information needs and gather data by meeting with obligation managers/COR/AORs and GRZ managers, and attending activity and portfolio review meetings. Regularly review, analyze and evaluate project accounts to prepare reports and provide information relative to and exemplified by the following:
  - Expenditure rates of different project/program types;
  - Historical and projected pipeline trends;
  - Use of local currency versus U.S. dollars;
  - Time and budget limitations, which might impede project/program progress; and
  - Excessive or delinquent advances to organizations and individuals.

- Provide backup to the other Accountants; and

- Perform other duties as assigned by the Chief Accountant or Controller.

REQUIRED QUALIFICATIONS FOR EFFECTIVE PERFORMANCE

A. **Education:** A university degree in Accounting, Finance, Business Administration, or CPA

B. **Prior Work Experience:** Five years of progressively responsible experience in professional accounting, financial management, or auditing.

C. **Language:** Level IV abilities in English is required.

D. **Job Knowledge:** Thorough knowledge and understanding of accounting principles, theories, practices and terminology, as well as the principles and procedures of the host government and business financial accounting, budgeting and reporting is required. Knowledge
and understanding of the laws, regulations, and procedures associated with U.S. Government
and business accounting, budgeting, and reporting is an added advantage.

E. Skills and Abilities: Attention to detail, excellent analytical skills, and sound judgment are
required. The incumbent must be able to interpret, compile, and present detailed financial
information in a concise and professional manner. The incumbent must have the ability to
analyze and develop procedures and internal controls to ensure the integrity of USAID financial
data. The incumbent must be able to understand and implement financial management
operations required by laws or regulations. S/he must possess excellent communication skills to
establish and maintain effective working relationships in a team environment. The incumbent
must have strong Word processing and spreadsheet skills and be proficient in the use and
application of technology.

TERMS OF APPOINTMENT:
Subject to availability of funds, this will be a five-year contract, with an option to extend,
depending upon continuing need of the services.

BENEFITS:
The position is classified at the Foreign Service National (FSN) Level 10. The final salary of
the successful candidate will be negotiated within that range, depending on qualifications and
previous earnings history.

APPLYING:
Qualified candidates should send:
1. A formal application letter or cover letter;
2. A current Curriculum Vitae (CV);
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at
https://eforms.state.gov/Forms/ds174.pdf); and
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:
EXOZambiaHR@usaid.gov (E-mailed applications required.)
The email subject heading must read: Application: Accountant, AID-003-20
Only shortlisted candidates will be contacted.