

**CONTRACT EMPLOYEE POSITION DESCRIPTION
USAID, Kigali, Rwanda**

1. POST Kigali		2. AGENCY USAID		3. POSITION No. C53021	
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Reclassification: This position replaces Position(s) No. _____ (Title), _____ (Series) _____ (Grade) No. _____ (Title), _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) UPDATE OF DUTIES					
5. CLASSIFICATION ACTION		Position Title and Series Code		Grade	Initials
a. Post Classification Authority Executive Officer		CHIEF ACCOUNTANT, FSN-430		12	CAJE 9/30/04
b. Other					
c. Recommended by Initiating Office Controller's Office USAID/Rwanda					
6. POST TITLE OF POSITION (If any) Chief Accountant			7. NAME OF EMPLOYEE		
8. MISSION OR OFFICE U.S.A.I.D./Rwanda			c. Third Subdivision		
a. First Subdivision Controller's Office			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. Signature of Employee _____ Date _____			10. This is a complete and accurate description of the duties and responsibilities of this position. <u>Signature of local Supervisor</u> _____ <u>Date</u> _____		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. Signature of American Supervisor _____ Date _____			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 Handbook (LEPCH) standards. <u>Linganwa Hadiza</u> _____ <u>Date</u> _____ Signature of Executive Officer		
13. BASIC FUNCTION OF POSITION:					
This position is located in the Financial Management Office. The primal purpose of this position is to serve as the Chief Accountant for all financial operations of USAID/Rwanda. The incumbent reports directly to the Controller and Deputy Controller, directing and supervising the professional accounting staff in performance of designing, planning, analyzing, evaluation, payment processes & services, financial analysis and controlling specialized and automated data processing of accounting transactions. Coordinates and monitors all of the professional accounting, budgeting, financial analysis and reporting activities of the staff. As of 09/30/13 USAID/Rwanda has a FY 2013 program budget level of \$ 148 million and a Operating Expense Budget level of \$4.3 million and is responsible for the accounting and financial management of active projects with an adequate pipeline of over \$328 million.					

Chief Accountant/CONT

14.	MAJOR DUTIES AND RESPONSIBILITIES:	35%
	<p>a. Directs the maintenance of accounting system covering a variety of appropriated funds and numerous subsidiary accounting systems required for accurate tracking and reporting on appropriations and allowances, projects, project components, operating expenses, administrative and management activities. Provides professional guidance, accounting and voucher examination personnel engaged in these fiscal and accounting activities. Recommends certification of funds availability and provides professional accounting advice to officials responsible for clearing program/project documents. Establishes and monitors pre-validation techniques to ensure obligations do not exceed available funds and meet legitimate needs. Provides last stop review of funding documents before they go to the Controller for clearance.</p> <p>Analyzes new & revised accounting and payment procedures affecting USAID accounting and financial reporting systems. Conducts a continuing review & evaluation of internal accounting and control procedures. Serves as a technical consultant to the OFM on the payment process. Assists Mission Management to resolve and close audit recommendations for the USAID/Rwanda portfolio.</p>	
	<p>b. Periodically provides monthly, quarterly and year-end reports of the financial status of current activities, including both narrative and statistical reports, and ad hoc reports when required by USAID/W and Mission management. Directs reviews of financial records to determine the status and validity of unliquidated obligations and initiates action to deobligate funds in excess of determined requirements. This is done as a continuous review process as well as the formal mid-year and mandatory fiscal year Section 1311 review of the status and validity of operating expense and program unliquidated obligations, reservations, earmarks and commitments. Initiates actions to deobligate unused and/or residual funds and reviews all accounting transactions and corrections documents, e.g.: SF1098, SF1081 and Journal Vouchers.</p> <p>Ensures reports to USAID/W are accurately prepared and sent when due.</p>	20%
	<p>c. Prepares OE budgets for USAID/Rwanda. Also provides financial data required to develop project and support budgets. Participates in the Result Review and Resources Request process (Annual Reports). Monitors execution of approved OE and project budgets, and forecast deficiencies and excesses of budgeted funds.</p> <p>Applies professional accounting principles, theories and practices to the development of new systems and the solutions of non-routine problems and/or unusual situations for which existing accounting approaches and or methods are no longer adequate. Performs other miscellaneous related duties assigned by the Controller (e.g. special projects or preparation of one-time reports required by USAID/W).</p>	15%
	<p>d. Provides professional financial advice to Mission managers and Government of Rwanda officials on USAID program accounting and financial regulations, performs professional accounting duties of broad scope and complexity in designing, planning, evaluating and supervising specialized and automated accounting functions.</p>	15%
	<p>e. Reviews Phoenix Reports for data integrity, accuracy and correctness and liaise with accountants for corrective and/or follow-up actions appropriate. Reviews complex budgets provided in the activity implementation orders, e.g., GLAAS requisitions, MAARDS, Personal Service Contracts and project implementation letters (PILS) to determine the reasonableness. Recommends changes and improvements to proposed budget as necessary.</p>	10%
	<p>f. Prepares monthly F1221 reports, distributes the same to the Accountants for action. Prepares and submit monthly SF224 Statement of Accounts to the Treasury. Ensures that reconciling items are cleared promptly.</p>	5%
15.	DESIRED QUALIFICATIONS:	
	<p>a. <i>Education:</i> Possession of a University degree in accounting, finance or business administration or its equivalent (i.e., at least 4 full years) in type, level of responsibility, scope and thoroughness of difficult and responsible public or private accounting practice. Master degree is preferred and CPA is preferred.</p>	
	<p>b. <i>Prior Work Experience:</i> At least six to eight years of senior supervisory experience in public or private accounting.</p>	
	<p>c. <i>Knowledge:</i> A thorough and expert level knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted procedures of US and host country governmental and business accounting, budgeting and reporting is required. Expert knowledge of laws, regulations and procedures applicable to USAID financial management is preferred. Comprehensive knowledge of and exceptional Expertise in AID project planning and implementation procedures and of USAID organization and operations in general is preferred.</p>	
	<p>d. <i>Language – Proficiency:</i> Level IV English ability (fluent) is required. Fluency in French and Kinyarwanda reading and speaking is desired.</p>	

e.	Abilities: A very high level of analytical skill, professional expertise and sound judgment is required. Must be able to compile and present masses of detailed financial and related information in a concise and fully professional manner Must be capable of supervising other accountants and other staff such as accounting technicians and of directing and coordinating various elements of a complex accounting operation relations with American personnel in AID and other USG agencies at post and with high level officials of the host government, local banks and credit institutions, and local business organizations.
16.	POSITION ELEMENTS:
a.	<i>Supervision Received:</i> Reports directly to the Controller and Deputy Controller. The Controller directly makes special assignments and furnishes advice on handling unusual features of such assignments, but most assignments are accomplished without advice or such review. Guidance during work-in-progress is normally restricted to policy questions. Technical adequacy and accuracy are assumed.
b.	<i>Available Guidelines:</i> USAID Handbooks, Automated directives System (ADS), Controller's Office Procedure, Controller's Bulletin, Standardized Regulations, various internet sites. Phoenix User Guides provide guidelines with which the employee is expected to remain familiar.
c.	<i>Exercise of Judgment:</i> Heavy reliance is placed on financial advice provided by professional USAID Accountants who are considered experts in their fields of specialization. Typical of advice provided by employees at this level is that given to Mission Strategic Objective Teams and SOT Leaders in designing new programs to minimize anticipated financial problems with implementing authorities.
d.	<i>Authority to Make Commitments:</i> With the concurrence of the Controller, is fully authorized within USAID policy guidelines to commit staff resources and established priorities in the performance of his/her duties and responsibilities.
e.	<i>Nature, Level, and Purpose of Contacts:</i> Contacts with senior USAID personnel and implementing authority personnel are frequent and require an ability to explain financial requirements, anticipated and actual problems and proposed solutions, clearly and convincingly, both orally and in written correspondence.
f.	<i>Supervision Exercised:</i> Supervises the Operating Expense & Program Accountants, Supervisory Voucher Examiner.
g.	<i>Time Required to Perform Full Range of Duties</i> after entry into Position: Twelve months.