



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**DATE:** December 09, 2014

**SUBJECT:** **JOB VACANCY ANNOUNCEMENT – FSN/2014/27**

**TO:** **All Qualified Candidates**

**JOB TITLE:** **VOUCHER EXAMINER - FMO**

**WORK HOURS:** Full time position – 40 hours/week

**GRADE:** **FSN-07/with the possibility of hiring the employee at a trainee level**

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**Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.**

## **A. BASIC FUNCTION OF POSITION**

The primary purpose of this position is to a) examine and audit for payment for the most complex vouchers, b) assist the supervisory voucher by performing quality control reviews of the processed vouchers, and c) assist in the management accounts receivable. The Voucher Examiner is expected to be able to perform all tasks within two years of the effective date of the position description. The voucher Examiner report directly to the Supervisory Voucher Examiner who reports directly to the Chief Accountant.

## **B. MAJOR DUTIES AND RESPONSIBILITIES**

The Office of Financial Management's Payment section is responsible for processing vouchers for the USAID/Senegal bilateral mission (a medium sized mission), other regional offices such as the regional legal office, the regional contracting office, the regional Food for Peace (FFP) office, the Office of Foreign Disaster Assistance (OFDA), and the Regional Inspector General (RIG) office in Dakar responsible for auditing missions throughout West, Central and North Africa.

### **1. Review and examine international travel vouchers.**

a. Review and examine complex international travel vouchers involving post assignment, repatriation, transfer, repatriation, evacuation or other official detail for USAID, RIG and regional personnel. Ensures that payments for freight are properly justified in accordance with the terms of the purchase order.

b. Posts into the Agency's world-wide accounting system (Phoenix) a variety of manual disbursement entries and preparing payment schedules in Phoenix. During this review, the employee ensures that travel was conducted in accordance with orders,



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and ensures that travelers comply with the unique requirements of each type of travel. S/he verifies that weight limitations on accompanying baggage are not exceeded. In cases where the traveler deviates from the authorized route, the employee computes amounts due based on a cost-constructive itinerary. S/he verifies that all pending travel advances due by the employee are recovered before payment is made to the traveler.

c. Communicates with travelers to determine allowable cost and explains disallowances from claimed amounts. Provides guidance and reference regarding complicated travel issues and particular entitlements and allowances such as temporary living quarters and foreign service transfer allowance.

d. Maintains and controls an electronic log to ensure that all canceled tickets are credited to their original obligations. Coordinates with the executive office to establish the necessary controls to ensure that unused portions of tickets are canceled before the ticket expiration and the reimbursement is requested for the travel agent or airline and recorded in the accounting system.

2. Review and examine Special Self Help (SSH) and Democracy & Human Rights (DHRF) vouchers.

Responsible for processing Special Self Help (SSH) and Democracy & Human Rights (DHRF) vouchers for Senegal. Frequently follows up with vendors and SSH coordinators. Due to the location of the vendors, often these payments are time-sensitive and therefore require both accuracy and diligence to avoid recurring complaints. Maintains close coordination with the SSH and DHRF accountant to resolve accounting matters and overdue advances.

3. Reviews and examines travel advance requests and travel reimbursement vouchers for in-country travel.

During this review, the employee ensures that travel was conducted in accordance with orders, and ensures that trip was authorized in advance of travel. S/he verifies that all pending travel advances due by the employee are recovered before payment is made to the traveler.

4. Manages advances.

Manages advances particularly for SSH and DHRF programs. Maintains advance files and is responsible for issuing advances, posting recoveries to the correct accounts and conducting periodic reconciliations of advance records. As a result of these reviews, suggests follow up actions to the SSH/DHRF accountant to clear balances.

5. Reviews and analyzes complex technical assistance contract/grant/cooperative agreement vouchers. Payments are made under various types of agreements and implementation methods, each one having specific requirements.



The examination involves assuring that the voucher has been approved by the Cognizant Technical Officer (CTO) for the agreement and that the payment is made in accordance with the provisions contained in the applicable instrument. Ensures that the correct fund cite is used and in case of multiple fund accounts, makes sure that the oldest funds are used first.

6. Reviews and examines travel and transportation vouchers.

Responsible for processing vouchers payable to Mission's travel agent for official travel of USAID staff and for transportation vouchers including employees' relocation, and HHE and UAB shipments for entitlement travel. After processing payment, ensures that employees do not exceed shipment allowances. S/he sets up shipment files for every employee and keeps a cumulative total of shipped weight to compare with the authorized allowance. When employee exceeds the authorized weight, computes the amount to be billed to the employee for collection to recover the cost associated with the overweight shipment.

7. Issues and follow-up on bills for collection.

Issues bills for collection for amount due USAID by employees or contractors. Bills are issued, for example, for private use of official vehicle, telephone or fax. Bills for collections are also issued to employees with outstanding advances or vendors as may be requested by the Controller or Contracting officer. Maintains electronic records of outstanding bills for collection and follows up with debtors to ensure prompt collection of sums due USAID.

8. Prepares rent payments for office and residential buildings.

Reviews lease contracts to determine whether payment is appropriate, legal and justified. Reviews specific provisions under the lease contract, especially when modifications are made and when maintenance clauses are included, and determine the scope of the USG liability. The employee advises the senior voucher examiner when lease agreements need to be modified due to changing conditions.

9. Prepares and examines utilities payments for the office and residential buildings.

Ensures that payments are made on time. Maintains and controls a schedule of utilities payments due to ensure that all due invoices are received and paid timely. Coordinates with Embassy/GSO staff to ensure that issues such as service interruption and tax provisions are resolved or elevated to a higher level as soon as possible.

10. Prepares and processes payroll for FSN employees for USAID and RIG.

- a. Prepares payroll for Mission FSN staff (approximately 100 employees) for both USAID/Senegal and RIG. Coordinates with timekeepers in all Mission offices to ensure that time and attendance (T&A) is reported promptly and reviews T&A submissions to ensure reporting is in line with guidelines and that necessary supporting documentation is attached. Prepares and sends FTE report to AID/W every pay period.



- b. Responsible for all payroll-related matters including but not limited to leave problems, allotments of pay, salary deductions or adjustments. Drafts cables and correspondence to effect corrections whenever required. Reviews all SELs for accuracy and completeness, with special consideration for leave charge and overtime payment.
  - c. Maintains and updates a detailed computerized database on FSN salaries which serves as a valuable source of input for various cables, reports and budgets prepared in the Financial Management Office and other AID offices as well.
  - d. Responsible for payments due to local social security organizations for various benefits such as local medical insurance plan (NSIA), local retirement plan (IPRES) and Social Security. For the specific case of IPRES, ensures that individual contributions reported by USAID are accurately recorded by IPRES; also, reports to IPRES personnel actions: terminations as well as hiring new employees.
  - e. Receives and verifies bills sent by NSIA for medical expenses incurred by AID and RIG employees. Processes payments to the service provider, establishes a schedule for payroll deductions and sends cables or emails to Charleston to effect such deductions. Also responsible for all tax payments and periodic reports related to payroll such as the Webtool, leave balances, etc.
11. Reviews and examines vouchers for the payment of allowances such as Education Allowance, COLA, Separate Maintenance Allowance (SMA), Foreign Transfer Allowance (FTA) to USAID/Senegal and RIG USDH and USPSC offshore hire employees.
12. Process payment of monthly COLA allowance includes updating a detailed spreadsheet which includes variables such as salary rate, number of family members at post, COLA rate.
13. Reviews and examines vouchers for procurement of the Mission's non-expendable (NXP) and expendable supplies.
14. Process payments under Purchase Orders (PO), after receipt and review of a receiving report issued by US Embassy warehouse or a delivery slip when delivered directly to the Mission. Ensures that payments for freight are properly justified in accordance with the terms of the purchase order.
15. Perform other tasks as assigned by the Supervisory Voucher Examiner.

## **C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

1. **Education**: Completion of secondary school is required. University degree in accounting or finance is preferred.
2. **Prior Work Experience**: Training in word processing and spreadsheet software applications is required. A minimum of three years of relevant experience in accounts payable in a commercial enterprise or government agency is required. Experience using automated accounting or payment processing software is desired.



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3. **Language Proficiency:** Fluency in written and spoken French (4, 4). English level 3, 3.
4. **Computer Literacy:** Computer Software (MS-Word & Excel) are required; Outlook & Power Point are desired
5. **Knowledge:** Must be able to understand complex regulations, guidelines and procedures written in English (ADS, FAM/FAH, DSSR, FTR). Must be able to explain these regulations and procedures to clients both within and outside of the Mission verbally and in writing (in French and English).

Incumbent must have a good understanding of commercial and/or governmental financial and administrative operations, an in-depth knowledge of the operations of a financial management office and a thorough understanding of a payment processing system. Incumbent must understand basic principles for reviewing and approving payments such as the need for supporting documents and proper authorization of expenses. Incumbent must be able to explain these requirements both verbally and in writing to clients both within and outside of the Mission.

6. **Skills and Abilities:** Incumbent is expected to perform a range of differing tasks, to set priorities, to meet strict deadlines, and to communicate effectively with clients. Incumbent is expected to exercise judgment in order to make determinations of reasonableness on claims for reimbursement submitted to USAID.

## **D. POSITION ELEMENTS**

1. **Supervision Received:** Incumbent reports directly to the supervisory voucher examiner who provides guidance on issues of a policy nature.
2. **Available Guidelines:** Relevant ADS chapters, FAM and FAH handbooks, relevant sections of Handbook 19, the standardized regulations, Federal.
3. **Exercise of Judgment:** Employee is expected to apply good judgment in interpreting various regulations. As employee deals with complex contracting instruments, s/he must be able to determine when delicate issues should be reported to the next higher level.
4. **Authority to Make Commitments:** Employee is not authorized to commit the USG.
5. **Nature, Level and Purpose of Contacts:** Employee interacts with many external sources, including local and US vendors, contractors and grantees, mission program managers and team leaders. Employee responds to contractors' queries and team leaders. Employee responds to contractors' queries and explains disallowances when they are made.
6. **Supervision Exercised:** Occasional in the absence of the supervisory voucher examiner or limited delegated responsibilities.



**7. Time Required to Perform Full Range of Duties after Entry into Position:** Two years.

**HOW TO APPLY:** Interested applicants with existing Senegalese Work Permits or who possess Senegalese Work Permits **MUST** submit a complete application package which includes:

- A cover letter,
- An OF-612 form (form can be found on this web site: <http://senegal.usaid.gov> under “doing business with USAID - Job Opportunities – Application form”) and
- A detailed resume plus 3 References.
- Copies of relevant degrees.

All the above mentioned documents are **REQUIRED** and must be prepared in English and should be addressed to:

Human Resources Management Specialist  
Routes des Almadies  
B.P. 49 - Dakar, Senegal  
Email address: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)

## **Deadline to receive applications: January 02, 2015**

***EQUAL EMPLOYMENT OPPORTUNITY: The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.***



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Cleared by:

Mamadou Niass, Chief Accountant: *[Signature]* Date: 12/10/14

William Maclaren, Controller: *W Maclaren* Date: 12/10/14

Samuel Carter, Sup. Regional Executive Officer: *[Signature]* Date: 12/10/14