



**DATE:** December 09, 2014

**SUBJECT:** JOB VACANCY ANNOUNCEMENT – FSN/2014/29

**TO:** All Qualified Applicants

**JOB TITLE:** ACCOUNTANT - Financial Management Office OFM

**GRADE:** FSN-10 with the possibility of hiring the employee at the lower grade  
**if he/she does not meet all the position's requirements**

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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

Functions include providing financial data to be used for and, participation in budgeting, forecasting and accounting for program and operating expenses, and expenditure analysis. Conducts financial reviews of small grants. Employee also maintains and periodically reviews, reconciles and balances the technical program accounting and operating expense accounting records for the USAID/Senegal Mission, prepares periodic reports based on these records, and provides information and advice to Mission management, Other Agency Offices, Strategic Objective (SO) teams, and relevant USAID/Washington personnel. It also provides services to the Regional Inspector General (RIG), the West Africa Satellite Office (USAID/WA) and the Mission's ICASS/ASP and other accounts in the aforementioned capacity.

## B. MAJOR DUTIES AND RESPONSIBILITIES

Performs accounting and operating expense activities for USAID/Senegal Mission. Reviews and provides clearance to strategic objective funding documents such as LSGA, SOAG, MAARD, Implementation Letters, Contracts, Grants, Travel Authorization, Purchase Orders, Leases. Provides funds availability certification and input to activity implementation documentation. Establishes and maintains formal accounting records through Phoenix. Prepares and submits relevant reports to Mission Management. Prepares and/or reviews for their accuracy necessary instruments for obligation, commitment transactions and accruals. Back-stops designated Offices, SO(s), attends all Office and SO monthly and other meetings and provides professional advice to the Mission teams on the financial status of program activities. Provides financial and statistical data to Teams and Mission Management and participates in the development of budgets and program activities reviews. Establishes and maintains current working files for the assigned Strategic Objective or program activities. 30%



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In conjunction with the Financial Analysts, conducts financial reviews of prospective grantees to determine the adequacy of accounting systems and internal controls, their financial status and their financial capability to implement grants. 5%

Monitors and controls funds usage to ensure the budget is not exceeded. Performs analysis of past expenditure rates, current and projected pipelines and future burn rates to ensure that adequate funding is always maintained and accurate accruals are prepared. Performs Section 1311 reviews of obligations, and commitments and takes the necessary actions to de-obligate or de-commit funds in excess of requirements. Coordinates these actions with the Contracting Officer's Technical Representatives (COTR). Verifies computation of quarterly accruals and inputs accrual data into Phoenix 10%

Coordinates with RCO and GSO Procurement on contract closeouts, including the Mission and USAID/W funded contracts. Communicates with Grantees to ensure final payment has been made. 5%

Formulates Operating Expense (OE) budgets for the USAID Mission, the Regional Inspector General, the West Africa Satellite office in Dakar and the ICASS/Alternative Service Provider (ASP) budgets for the Senegal complex organization and the common support budget that finances logistic support expenses for all Agency organizations within the USAID Mission. Prepares formal budgets submitted in the Agency Annual Report. Analyzes and advises on the financial and budgetary aspects of the operating costs of the Mission. Advises management through reports and special studies on the progress of financial plans, funds requirements, and opportunities to effect savings and alternative suggested allocations to cover the anticipated payment and recommends de-obligations of excessive funds. Performs the ICASS/ASP cost sharing budgets and analyzes the Senegal Complex bills for accuracy. Generates USAID Senegal Complex ICASS/ASP Budget using ICASS/ASP software. Inputs financial and statistical data in ICASS/ASP software. Employee also monitors and controls execution of the assigned OE budgets by preparing detailed periodic budget analyses. 20%

Contributes to the establishment of the organization's long term OE objectives. Manages the Senegal OE funds under the supervision of the Chief Accountant, sits on the Senegal Executive Management meetings when deliberating on OE issues, and participates in drafting the defense and justification of OE levels. Prepares, presents and interprets the regular Senegal OE accounts and related reports, compares the actual performance with the budget and forecasts, and analyzes and interprets the variances. 25%

Prepares and designs training materials on different accounting topics for presentation to offices, Mission management and new accountants. Maintains data on USAID world wide Financial Data Collection Tool. The data relates to; property plant and equipment, accounts receivable, operating leases, expendables, payroll related accruals. Take additional assignments as may be required by the Chief Accountant or Controller. 5%



## C. DESIRED QUALIFICATIONS

1. Education: Bachelor's degree in Accounting, Finance or Business Administration is required. Formal training in accounting, CPA Level II or above preferred.
2. Prior Work Experience: At least five years of progressively more responsible experience in governmental and/or private sector accounting is required.
3. Post Entry Training: Formal training in accounting and budgeting; Certified Public Accountant (CPA) or equivalent, Training in use of PC based systems and applications including Word, Excel, Database systems, Power-point and Access. USAID Financial Management Course, Phoenix user training, ICASS/ASP training, Ongoing On the job training.
4. Language Proficiency: List both English and host country language(s) by level and specialization. Level IV English ability (fluent) and French (level IV) is required
5. Knowledge: Must be able to understand complex regulations, guidelines and procedures written in English (ADS, FAM/FAH, DSSR, FTR). A thorough knowledge of laws, regulations and procedures governing USAID financial management is preferred. 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).
6. Abilities and Skills: Ability to analyze numerous accounting processes and identify practices and procedures that require correction or modification. Thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required. Proficient in "Word", "Excel", Power Point, and familiarity with "Access".

## D. POSITION ELEMENTS

1. Supervision Received: Reports to the Chief Accountant.
2. Available Guidelines: USAID's ADS, Controller system and procedure guidelines, and Phoenix User Guides.
3. Exercises of Judgment: Expected to exercise complete professional judgment within parameters established by the Supervisor. Must be able to apply prescribed guidelines and independently.
4. Authority to Make Commitments: Does not make commitments except to the extent of certifying funds availability; the accounting treatment of specific transactions; and in providing necessary financial or statistical data to Mission officials.



5. Nature, Level and Purpose of Contacts: Establishes and maintains effective communications with Mission officials as required to ascertain the status of events being accounted for and to initiate actions to correct records and reports, if necessary. Frequent contact with USAID partners (both local and international NGO, contractors and host governments) in Senegal and regionally and with US Embassy and USAID/W on accounting and financial management matters to ensure compliance and in accordance with USAID requirements.
6. Supervision Exercised: Occasional in the absence of the Chief Accountant or limited delegated responsibilities.
7. Time Required to Perform Full Range of Duties after entry into the Position: One year.

**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  
Or  
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.***