Voucher Examiner (2 positions)
Job Announcement No. AID–008-20

OPEN TO: All interested candidates

POSITION: Voucher Examiner (2)

OPENING DATE: July 24, 2020

CLOSING DATE: August 6, 2020

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: FSN 8 - (ZMK 232,801.13 p.a. - ZMK 366,128.79 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of the Voucher Examiner.

BASIC FUNCTION:

The Voucher Examiner serves in the Financial Management Office (FMO) of USAID/Zambia, which has a program budget of approximately $300 million and Operating Expense (OE) budget of $4 million per year. S/he examines a full range of complex multi-funded contract and grant invoices for payment of goods and services relating to USAID project activities, administrative and complex entitlement travel vouchers, as well as complex USDH allowances. In addition, s/he performs duties related to payroll processing for all Mission staff.

MAJOR DUTIES AND RESPONSIBILITIES

1. Examination of both simple to more complex administrative invoices/vouchers and complex program vouchers - 45%
   a) Examination of various types of simple to more complex administrative invoices and/or vouchers which include but is not limited to purchase orders, contracts, leases, utilities, telephone, carrier transportation vouchers for air-tickets, shipment of household effects, consumables, baggage vouchers, medical expenses, allowances, reimbursement vouchers, and other miscellaneous vouchers including vouchers for cancelled payments.
   b) Examines and analyzes complex program vouchers against contract/grant provisions, terms and conditions, U.S. and host country laws, and USAID rules and regulations, which may vary against instruments utilized (contracts, cooperative agreements, grants, participating agency service agreements, interagency agreements, implementation letters, host country contracting, etc.). Vouchers reviewed include a variety of activity types (such as construction, technical assistance,
commodities, etc.), and may represent different payment provisions, including fixed price, cost reimbursement, fixed fee plus cost reimbursement, progress payments, and advance liquidations.

c) Communicates with vendors and employees (both orally and in writing) to provide guidance or interpretation of payment requirements, which includes technical procedures related to financial terms or conditions of implementing mechanisms. Drafts or reviews communications concerning disallowance of payments and requests for additional documentation and replies to inquiries on these and other payment related matters. As may be required, requests additional information needed to make payment.

To examine vouchers under items “i” and “ii” the job holder performs the following tasks:

a) Verifies that invoices/vouchers are correct and conform with the terms and conditions of the authorizing documents, such as purchase orders, contracts, leases, implementation letters, etc., and with applicable regulations.

b) Verifies that all arithmetical computations on invoices/vouchers are correct and accurate.

c) Verifies that all invoices/vouchers are administratively approved in ASIST by the authorized and/or receiving officer indicating that the ordered goods and/or services are received in satisfactory condition and that invoices/vouchers are proper for payments.

d) Ensures that all supporting documentation including the original invoice, delivery or consignment note, or commercial bill of lading or airway bill, as applicable, are attached to the voucher.

e) Verifies that the fiscal data on vouchers is correct and complete and determines, in coordination with the Accountants, that funds are obligated and available for payment of the invoices/vouchers.

f) Communicates with vendors, grantees, contractors and employees (both orally and in writing) to obtain, where necessary, additional information, documentation, and/or clarification on doubtful or questionable payments; and to provide guidance or interpretation of payment requirements, which includes technical procedures related to financial terms or conditions of implementing mechanisms.

g) Prepares voucher suspension or rejection statements where required and advises payees of such suspension or rejection.

h) Posts into Phoenix all receipts processed by State Cashier by checking the amounts, exchange rates used and fiscal data to avoid reconciling items that would result if wrong fiscal data and exchange rate are used.

2. **Funds verification - 25%**

Verifies payment vouchers in Phoenix for Funds Availability to ensure the right data is entered such as: Disbursement Office Codes, fiscal data, amounts, payee names and bank details for EFT requests, mailing address for check requests, and mailing codes.

3. **Analysis and Review, Accruals and Advance Monitoring - 10%**

As a member of a financial review/assessment team, examines samples of supporting documents to determine accuracy of submissions; determines if claims are in alignment with contractual terms and budget line items; ascertains compliance with USG requirements related to items including taxes, interest on USG advances, etc.; ensures the return/remittance of excess cash or advances and/or interest on US Government funds to USAID. Provides written input to the financial review/assessment reports and conducts follow-up and support in ensuring that issues that arise as a result of such reviews/assessments are resolved/addressed expeditiously. Performs reconciliations between partner (contractor/grantee) records to USAID records in Phoenix.

Participates in post-award meetings with the Office of Acquisition and Assistance and technical team members and partners to provide guidance on billing and payment requirements and related USAID
policies and regulations. Also conducts financial management training as needed for partners and Mission staff.

At the end of every quarter, inputs accrual data received from Obligation Managers into Phoenix in accordance with quarter-end reporting schedule and deadlines.

Monitors advance requests, balances, and liquidations of implementing partners. Keeps the Controller and AORs/CORs apprised of advances outstanding for more than 90 days. Follows up with AORs/CORs on advances that require liquidation.

4. **Entitlement travel - 10%**

Reviews entitlement travel claims or vouchers:

a) Verifies that they conform with the travel authorizations and regulations regarding routings, per diem, use of proper commercial facilities, etc.

b) Prepares or verifies hypothetical travel itinerary when traveler deviates from authorized routing.

c) Prepares voucher examiner’s statement giving detailed explanation of any suspended amounts or rejected vouchers with references to pertinent regulations.

d) Determines if travel advance was issued and computes amount due to the traveler or U.S. Government, after applying the outstanding advance to the travel. Notifies traveler promptly, with request to refund any amount due U.S. Government.

e) Assists employees/travelers in corrections/documentation requirements of travel claims/vouchers.

5. **Backstops Administrative Assistant: Payroll processing and Mission Invoicing (MI) in Phoenix - 10%**

a) The incumbent performs payroll processing and coordination for USAID/Zambia’s staff.

   Oversees and manages time and attendance in the WebTA system for all Mission USDH, USPSC, TCNPSC, and FSN employees. As a subject matter expert (SME), provides training and guidance to new users of WebTA. Arranges training and provides guidance to all users of WebTA when required. Verifies and preaudits the accuracy and correctness of data reported in WebTA by office Timekeepers and employees and submits cables through the SHIFTS system. Verifies leave balances and post differential payments for departing/arriving employees with T&A reports. Also takes necessary actions on any discrepancies and follow-ups with CFO, NFC, or FSC Charleston on outstanding payroll actions.

b) Responsible for timely creation of Mission Invoicing (MI) in Phoenix.

   When vendors submit invoices/payment requests, electronically time stamps ‘received’, verifies completeness and legibility documentation, and creates invoice and payment documents in Phoenix. Creates voucher folders in ASIST and scans the invoice/payment requests with any supporting documents. Forwards the invoice/payment request for administrative approval to the Agreement Officer’s Representative (AOR)/Contracting Officers Representative (COR)/Executive Officer/Obligation Manager.

   Ensures administrative approval is completed in accordance with the USAID regulations. Tracks and prepares weekly reports on the status of MIs and MIs pending administrative approval.
QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education**: Completion of a University/College two-year diploma in Accounting, Finance or Business Administration is required.

2. **Prior Work Experience**: Minimum of four years of progressively responsible experience in voucher examining, accounting and related fiscal work is required.

3. **Post Entry Training**: Complete on-the-job and/or other formal training in USAID voucher examination procedures and related regulations, to include applicable sections of the Foreign Affairs Manual, Travel and Transportation regulations, Standardized Regulations, USAID Automated Directives System, the Prompt Pay Act, Mission notices or orders, and systems such as Phoenix and ASIST.

4. **Language Proficiency**: Level IV English oral and written ability (report writing skills) are required.

5. **Job Knowledge**: Good working knowledge of payments and accounting principles and procedures as well as government laws and banking operations in Zambia. Knowledge and understanding of the U.S. government and business accounting, budgeting, and reporting is highly desired.

6. **Skills and Abilities**: Ability to identify, interpret, and apply applicable law, rules, regulations, and grant/contract provisions and apply these regulations to a variety of vouchers for examination to determine eligibility for payment. Ability to articulate complex issues orally and in writing to explain disallowance of claims, and to describe alternative or hypothetical conditions. Advanced numeric and analytical skills to complete, on own initiative, complex computations and analyses in order to recommend and support approvals or disallowances. Must possess excellent communication and interpersonal skills and be able to communicate clearly to internal and external customers and be able to establish and maintain effective working relationships in a team environment. Must have strong word processing and spreadsheet skills and be proficient in the use and application of technology, Microsoft Word and Excel.

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 FSN-8 level. 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 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 either of the following (the location of the position must be clear):

Application: Voucher Examiner, AID-008-20

Only short-listed candidates will be contacted.