Solicitation for U.S. Personal Services Contractor (USPSC)
Authorized Certifying Officer for USAID/Cambodia

1. **SOLICITATION NO.: SOL-442-13-000003**

2. **ISSUANCE DATE:** May 22, 2013

3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 6, 2013, 4 pm Cambodia Time

4. **POSITION TITLE:** Authorized Certifying Officer

5. **MARKET VALUE:** GS-11 equivalent ($50,287 - $65,371). The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.

6. **PERIOD OF PERFORMANCE:** Five (5) months, to start o/a August 1, 2013 and end o/a December 31, 2013. During the period of performance, the incumbent will work no more than 4 hours per day, 5 days per week.

7. **PLACE OF PERFORMANCE:** Phnom Penh, Cambodia.

8. **STATEMENT OF WORK**

I. Basic Function of Position

The Incumbent serves as a Payment Specialist (PS) and principal Authorized Certifying Officer (ACO) for the Office of Financial Management (OFM) of USAID/Cambodia, providing financial management services to USAID/Cambodia as well as missions requesting support (particularly the Regional Development Mission in Asia (RDMA)). Incumbent is required to utilize all means of USAID electronic financial management systems to perform his or her certification and other duties related to this position. The incumbent will be physically located in USAID/Cambodia. The incumbent is charged with the responsibility of final review and authorization of vouchers for payment and is held accountable for public funds. The Incumbent has no public funds in their physical possession but is personally accountable for and required to make good to the U.S. Government the amount of any illegal or improper payment. The PS/ACO has a serious burden to avoid liability or to qualify for relief from an erroneous payment, and must rely upon the financial controls system in place to ensure the propriety of payments. To avoid personal liability, the PS/ACO must be knowledgeable of financial control systems and comply with established procedures, and is responsible to ensure that funds are legally available for payment; services for which bills have been presented have been rendered; advancement of funds prior to rendition of services is legally proper; vouchers are correct; computations are correct; and the amount of any illegal, improper, or incorrect payment is not certified for payment. The PS/ACO must use sound judgment and refer to frequently complex government guidelines when examining and reviewing vouchers and considering or disallowing all or parts of payments funded with USD appropriations.

All payments are certified in USAID's Phoenix accounting system which includes 20 different document types and approximately 100 transactions types.

II. Duties and responsibilities will include but are not limited to the following

1) Review for correctness and certify for payment complex invoices and/or claims for payment involving program funded contracts, cooperative agreements, grants, host country contracts, and project implementation letters. Also review and certify a full range of complex administrative claims, including a substantial number of international travel vouchers and other entitlement payments. Claims reviewed include a variety of payment provisions including payroll claims, fixed price, cost reimbursement and variable cost contracts and require judgment in adapting USAID procedures to local business customs and laws. Review and analysis includes:

- Ensuring that the obligation contains appropriate authorizations and administrative approval, and is supported by proper evidence showing that a valid, binding agreement has been executed and properly recorded;
- Ensuring that the request for payment is in accordance with the provisions, terms, and conditions of the obligating document;
- Verification that funds are available and that established controls to prevent improper or duplicate payment are in place and effectively working;
- Ensuring proper application of the Prompt Payment Act by processing vouchers within the correct time frame, ensuring that compliance to all aspects of prompt payment are met.
- Ensuring improper payment reporting and compliance are met.
- Ensuring that disbursements comply with USG and host country laws and regulations;
- Preparing and communicating rationales concerning any portions of a claim where payment is suspended or disallowed;
- Communicating with payees and other mission staff to provide guidance, interpret the agency's voucher auditing requirements, and/or request clarifying information regarding proposed payments.

(**80% of time)**

2) Projects and other duties as assigned. **(10% of time)**

3) Monitor program and OE advances to ensure conformity to advance aging regulations, and take action as necessary to bring excess amounts into compliance. (**5% of time)**

4) Assist in reviewing and ensuring that appropriate procedures and internal controls are in place and are adhered to, including review and clearance of travel authorizations. **(5% of time)**

III. Required/Desired Qualifications

A. **Education:** Bachelor's Degree in Accounting, Finance, Business Administration or related field required. Bachelor's degree in other field combined with relevant prior experience will be considered in lieu of education requirement.

B. **Prior Work Experience:** 3-5 years of practical experience in applying professional principles and accepted practices of accounts payable / accounts receivable is required. Prior financial management experience with USG or USAID regulations, laws and procedures is highly desirable.

C. **Post Entry Training:** USAID-sponsored courses as necessary, on-the-job training, and financial system training, including but not limited to the Agency Secure Image and Storage Tracking (ASIST), E2i, Phoenix, and other systems.

D. **Knowledge & Communication Skills:** Knowledge of professional accounts payable/receivable principles, practices and terminology required. Familiarity with financial management automated systems, MS Word, and Excel required. Desired qualifications include knowledge of: Federal procurement practices and Standardized Regulations, USG / USAID accounts payable/receivable and accounting policies and procedures, Prompt Payment Act requirements, FAM, FAR, and ADS series 600 for financial management. Experience using the USAID Phoenix financial management system highly desirable. Excellent spoken English skills required.

E. **Skills and Abilities:** Required to work under pressure to manage a complex range of payments and collections and prioritize workflow within time constraints. Advanced analytical skills required to troubleshoot issues and verify complex computations and analyses in order to support approvals and/or unallowable claims. Ability required analyzing section reporting needs and assisting in the development of Phoenix reporting applications for use by the section. Excellent interpersonal and communication skills required to work with internal and external customers and clearly explain rationales for payment procedures and claims deficiencies. Required to logically and consistently apply detailed regulations, procedures, and contract conditions to the payment process.

IV. Position Elements

A. **Supervision Received:** The incumbent will be supervised by the USAID/RDMA Office of Financial Management; upon starting a designated supervisor will be named. General day-to-day management will be provided by the USAID/Cambodia Deputy Mission Director. The incumbent carries out assignments independently, referring only complex issues as needed to the supervisor. Incumbent independently plans, organizes, and carries out the work.

B. **Available guidelines:** AID Directives System (ADS), Foreign Affairs Handbook (FAH), Foreign Affairs Manual (FAM), Department of State Standardized Regulations (DSSR), Mission Orders, etc.

C. **Exercise of Judgment:** Has considerable independence and exercises professional judgment in verifying the adequacy of financial reports, researching payment and systems issues that arise, determining reasonableness of payment claims, and allowing / disallowing payments. Exercises independence in recommending actions to management to apply

USG/USAID regulations, to correct deficiencies, and to enhance office productivity.

D. **Nature, Level and Purpose of Contacts:** Extensive and substantial contacts with internal and external customers and clients: FM management and peers, USAID project offices, and a variety of contractors, grantees and vendors for the purpose of exchanging information, researching and resolving issues. Also includes regular contact with local USDO bank management.

E. **Authority to Make Commitments:** None.

F. **Supervision Exercised:** No continuing supervisory responsibility.

V. Other Requirements

The Authorized Certifying Officer must be: 1) a U.S. Citizen; 2) Available and willing to commit to the Contract Performance Period of 5 months; 3) Able to attain a USG-issued security clearance that meets eligibility requirements for access information; 4) Able to obtain medical clearance for posting to Cambodia.

VI. Physical Demands: The work is generally sedentary and does not pose undue physical demands.

VII. Work Environment: Work is primarily performed in an office setting. Some in-country and regional travel may be required from time to time.

VIII. Supervision Exercised: This position is designated as a non-supervisory.

IX. Start Date: On August 1, 2013 presuming necessary clearances have been obtained.

9. SELECTION CRITERIA

Applicants will be evaluated against the education and work experience requirements detailed above. Maximum point values are as follows:

Work Experience:	40 points
Technical Knowledge:	30 points
Abilities and Skills:	20 points
Education:	10 points
Total:	100 points

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the minimum requirements of the selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish

USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference checks pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

APPLYING:

Qualified individuals are required to submit:

1) A U.S. Government Optional Form, OF 612 (available at the USAID Cambodia Website, http://cambodia.usaid.gov)

2) Cover letter, curriculum vitae, salary history for the previous three years, and three personal references who have knowledge of your prior experience. (Reference checks will be conducted only of applicants selected for interview.)

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at
http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website to determine which AAPDs and CIBs apply to this contract.

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation
Annual and Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.