

## **AMERICAN EMBASSY BELGRADE**

**United States Agency for International Development (USAID)**

**Announcing an open position for**

**Title: USAID Voucher Examiner – 2 vacancies**

**OPEN TO: All interested candidates**

**POSITION: USAID Voucher Examiner**

**OPENING DATE: June 19, 2015**

**CLOSING DATE: July 03, 2015**

**WORK HOURS: Full-time (40 hours per week)**

**LENGTH OF HIRE: Permanent position**

### **Major duties and responsibilities:**

The Voucher Examiner (USAID) position is located in the Belgrade, Serbia. The office in Serbia supports Middle East Regional Platform in Frankfurt (MERP), Germany as well as the full financial management services in Serbia. The Voucher Examination staff must handle and process all claims for payment against contracts and grants used to implement these activities.

The Voucher Examiner examines the most difficult and complex invoices and other claims for payment of goods and services associated with USAID programs for assigned client posts and the Serbia Mission. As a member of the team, the Voucher Examiner ensures performance of assigned duties reflect well on the Voucher Examination Unit and the Office, and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of USAID.

### **DUTIES AND RESPONSIBILITIES:**

#### **Processes Program-Funded Vouchers:**

The Voucher Examiner examines the most difficult and complex program-funded vouchers from client USAID Missions and Offices, in order to ensure conformance with the terms of the original contract, grant, or authorization. The types of transactions and vouchers examined include payments made to international organizations, US and non-US grantees, direct contracts with commercial organizations, purchase orders to vendors in several countries, and purchase requests or orders to US vendors. Contracts often require an understanding of nonstandard-form contracts or grants, and a basic understanding of the purpose of the program or project, in order to recognize conflicts, and to recommend approval or disapproval of partial or progress payments, advance payments, or close-out payments. As necessary, follows up with authorizing officers to obtain corrections in documentation, or clarification of invoices. Where necessary, interprets applicable portions of regulations, and decides if requested payments are proper or should be questioned. Obtains signatures of receiving and approving officers, and checks all computations on invoices and supporting documentation for accuracy and propriety. Advises the US certifying officer of problems, and proposes solutions to resolve them.

**Examines Administrative and/or Complex International Travel Vouchers:**

As required due to workload or other exigencies of office operations, the incumbent examines administrative invoices and vouchers, and/or international travel vouchers, including: examines a considerable variety of complex administrative invoices and vouchers, to ensure conformance with the terms of the original purchase order, contract, lease, and/or other authorizing document. The Voucher Examiner contacts authorizing officer or vendor, as necessary, to ensure conformance with terms of contract or purchase order and/or to assure proper payment of claims. And/or, reviews the most complex international travel vouchers, including reassignment and change of station, and shipment of household effects, for correctness, and verifies that they conform with travel authorizations and regulations regarding routings, per diem, use of proper commercial facilities, weight limitations on accompanying baggage, etc. Prepares or verifies hypothetical travel itinerary when traveler deviates from authorized routing. When the travel claim exceeds the amount that can be paid under the travel authorization, prepares travel exception, giving detailed explanation of claims disallowance and citing pertinent regulations. The Voucher Examiner determines if a travel advance was issued, and computes the amount due traveler or U.S. Government. Advises employees of allowable items in connection with travel and reassignment, and explains requirements for deductions, disallowances, and collections, when travel advance exceeds allowable claim.

**Monitors Status of Payments:**

The Voucher Examiner monitors status of vouchers, and monitors grant advances to ensure compliance with mandatory directives.

## **Requirements:**

**Education:** At least two years of full time post-secondary study at college or university, with a focus on accounting, finance, or business administration is required. A University degree in one of these or a related subject is highly desirable.

**Prior Work Experience:** Three to five years of progressively responsible experience in bookkeeping, voucher examination, payment processing, or accounting is required, at least two years of which should have been with an international organization.

**Knowledge:** A thorough knowledge, or the ability to quickly gain such knowledge, is required of USAID travel regulations, Standardized Regulations, handbooks on host-country contracting, commodities, and grants, and FAR/AIDAR provisions. Familiarity with procedures and regulations governing USAID financial management; a sound understanding of program regulations and contract terms for which voucher examining processes are performed, and a broad knowledge and understanding of GAO Decisions.

**Skills and abilities:** Ability to comprehend and logically and properly apply detailed technical project regulations, terms, and conditions to the voucher examination process. The Voucher Examiner must display tact, and the ability to clearly and convincingly explain the rationale for payment disallowances and the need for various documentation steps to be taken in order to comply with maintenance of financial record and reporting requirements. The Voucher Examiner must have the ability to present analysis and recommendations in clear written and oral formats; the ability to lead and motivate team members positively, and to maintain cordial and professional relationships with USAID, Host Government, NGO, and Contractor personnel; the ability to perform analysis of management controls and capabilities of partner/beneficiary organizations is required; and, must be skilled in the use of computer based analytical programs and USAID data management systems.

**Language proficiency:** Level IV (fluent) oral and written English and Serbian is required; a good working knowledge of other regional MERP languages is desired.

**Please Note: Candidates may be tested during the interview process.**

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

Successful candidate must be able to obtain an appropriate security clearance required for the position.

## **HOW TO APPLY**

Interested applicants for this position **must** submit all the required documents listed down below enclosed with a cover letter addressing all the vacancy announcement requirements/selection criteria respectively. **Otherwise, the application will be considered incomplete and shall not be taken into consideration.**

- a) **Cover letter;**
- b) **Application for Federal Employment OF-612;**
- c) **A detailed current resume or curriculum vitae providing a mailing address and a daytime telephone number; plus**
- d) **Copies of any other documentation (e.g., essays, certificates, awards, and copies of degrees earned which do not have to be translated) that addresses the minimum requirements of the position as listed above;**
- e) **Provide the USAID HR Office with at least three references quoting their telephone numbers and emails;**
- f) **Copies of valid Serbia residence and work permits for Non-Serbian and American citizens, which are in compliance with host government laws and regulations (if applicable).**

**Please see the following link with the Application for Federal Employment form (OF-612): <http://www.usaid.gov/sites/default/files/OF612.pdf>.**

**Incomplete applications will not be taken into consideration.**

**Note: DO NOT enclose the original documents to your application, as they will not be returned. Application language is English.**

**SUBMIT APPLICATION TO**

USAID, AMERICAN EMBASSY BELGRADE

Bulevar kneza Aleksandra Karadjordjevica 92

11000 BELGRADE

Or

E-mail: [belgrade-jobs@usaid.gov](mailto:belgrade-jobs@usaid.gov)

**The subject line of your email must read: USAID Voucher Examiner**

**CLOSING DATE FOR THIS POSITION: July 03, 2015**

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

The US Mission in Serbia 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. The Department of State 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.