



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation open to: All Interested Candidates
Position Title: Accountant
Type of vacancy: Multiple Positions
Opening date: October 02, 2013
Closing date: October 16, 2013
Vacancy announcement #: USAID/306/14/03/OFM
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

USAID/Afghanistan is seeking an individual for the position of Accountant in the Office of Financial Management (OFM) Section.

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for maintaining, reviewing, reconciling, and balancing accounting records and systems for various types of USAID/Afghanistan project and OE funds. These include grants, administrative documents, the preparation of periodic and special reports, and the provision of advice and financial information to project borrowers, grantees, and contractors. Directly reports to the Chief Accountant and indirectly to the Deputy Controller or designee. USAID/Afghanistan's operating year budget (OYB) averages more than \$1.8 billion.

Incumbent performs project accounting operations utilizing an automated accounting system (Phoenix) that controls and reports on all program activities. Assures that effective accounting systems are in place to cover all USAID/Afghanistan programs. Resolves ongoing difficulties in processing commitments, obligations, sub-commitments, sub-obligations, advances, and disbursements of program funds. Ensures that all types of transactions in the project accounting system (i.e. budget, acquisition, accounts payable, bills for collection, and accrual sub-systems) are correct. Establishes efficient monitoring of program funds and advances. Advises Chief Accountant on the status of all program-funded grants.

Incumbent prepares required reports and special reports from information available for a variety of users including the Controller and Chief Accountant, USAID/Washington, Mission management, and project officers. In coordination with the Chief Accountant develops, analyzes, and issues all internal reporting of project accounting. Ensures the completion and accuracy of all reports (e.g., determines that commitments, obligations, disbursements, and accruals are correct). In conjunction with the Chief Accountant, Financial Analysts, project officers, and grantees, develops special reports from the accounting system database to assist in program management of funds made available to the USAID/Afghanistan program.

Advice, analysis and periodic tasks to include but not limited to: advice to the Technical Offices' personnel on all types of accounting transactions; the status of unliquidated obligations and maintains list of planned de-obligations and upward adjustments. Incumbent will process closeouts and all the necessary activities to ensure proper processing of closeouts and advises Chief Accountant and AORs/CORs on de-obligations of funds. Coordinates actions with Financial Analysts.

Incumbent will be required to closely coordinate reconciliation activities with all the involved OFM staff. In coordination with the VE Supervisor and Cashier, researches, initiates and processes all the required corrective transactions; and with the local bank and Bangkok Financial Service Center personnel to resolve difficulties in processing all disbursements and collections.

QUALIFICATIONS/EVALUATION CRITERIA:

- a. **Education:** A Bachelor's degree in accounting, finance or business administration with formal, university courses in Accounting is strongly preferred; conversely, a Bachelor's degree in management with formal, university courses in Accounting is required.
- b. **Prior Work Experience:** Incumbent must have a minimum of three years of progressively responsible experience in professional accounting or auditing of which at least one year should be in the accounting/vouchering areas is required.
- c. **Language Proficiency:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.
- d. **Job Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required. Must understand USAID organization and operations and be familiar with USAID project policies and processes.
- e. **Skills and Abilities:** Must be able to analyze accounting processes and identify practices and procedures that require correction or modification. Must be able to formulate recommendations for maintaining specialized segments of accounting systems in a high state of efficiency. Must be able to communicate effectively with non-accounting personnel in explaining accounting requirements and potentials.

HOW TO APPLY

Applicants must submit a complete application package which includes all required documents to AfUSAIDJobs@state.gov with a **Subject line: (OFM1403)**.

ANY/ALL application submissions without the required documents and after the closing date of October 16, 2013 will not be considered

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Universal Application for Employment as a Locally Employed Staff (DS-174)** http://kabul.usembassy.gov/job_opportunities2.html ;
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the UAE;**

(We understand that not all applicants are able to down load the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Women are encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY