



Solicitation open to: All Interested Candidates
Position Title: Budget Analyst
Type of vacancy: Single Position
Opening date: October 02, 2013
Closing date: October 16, 2013
Vacancy announcement #: USAID/306/14/04/OFM
Work Hours: 40 hours (Full time)
Position Grade: FSN-10

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

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for the complete operating expense (OE) accounting and budget administration, financial planning, formulation, forecasting, analysis, and execution for USAID/Afghanistan. Enters all OE accounting transactions, maintains the integrity of the automated accounting system and produces financial reports. Serves as the Mission's Financial Analyst for all ICASS-related budget/issues.

Incumbent forecasts deficits/surpluses based on analysis of prior cost behavior and planned actions. Prepares different scenarios used in the Manage-to-Budget (MTB) exercise. Enters and maintains information in the Budget Formulation and Execution Manager (BFEM). Assists with drafting the narrative for the BFEM. Works with the Accounting Section to identify and quantify all costs that should be program funded. Prepares special budget reports as requested by the Mission and USAID/Washington.

Performs OE accounting operations utilizing an automated accounting system (Phoenix). Assures that effective accounting systems are in place to cover all USAID/Afghanistan's operating expenses. Resolves ongoing difficulties in processing commitments, obligations, disbursements and collections of OE funds. Ensures that all types of OE transactions in Phoenix (i.e. commitments, obligations, disbursements, collections and accruals) are correct. Establishes efficient monitoring and follow up procedures for advances and bill for collections to ensure timely settlement/closure of old open accounts. Advises Chief Accountant on the status of all OE funds. Calculates and inputs quarterly accruals into the accounting system for the Executive Office. As required, prepares journal voucher/s to increase or decrease existing obligations, to correct obligations; and transfer disbursements and/or collections between appropriations.

Analyzes the target, mid-year, and final ICASS budget submissions; keeps abreast of the current ICASS policies and regulations. Performs an in-depth review of all the workload counts (both OE and program) and analyzes the cost factor distribution and percentages upon which the ICASS invoice is based. Applies analytical skills to identify opportunities for cost reductions, prepares scenarios to illustrate impacts of decisions, and makes recommendations on how the cost savings can be achieved. Verifies that ICASS charges are reasonable. In consultation with the Chief Accountant, Deputy Controller, Controller, and the Executive Officer, takes appropriate steps to correct erroneous ICASS charges. The Mission's ICASS costs for Fiscal Year 2013 total just over \$43 million.

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. **Experience:** A minimum of three years of progressively more responsible experience in professional accounting, budgeting, financial management, auditing in a governmental or non-governmental organization is required.
- c. **Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.
- d. **Knowledge, Abilities and Skills:** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as budgeting and reporting is required. Familiarity with budgeting techniques is desirable.

Must be able to make independent judgments on budget estimates. Must be able to develop and maintain contacts with USAID/Afghanistan's operations staff. Must be able to gather and present facts and recommendations in a clear and concise manner, both orally and in writing.

HOW TO APPLY

Applicants are required to submit a complete application package which must include all required documents to AfUSAIDJobs@state.gov with a **Subject line: (OFM1404)**.

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. 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