



Solicitation is open to: Afghan Nationals Only
Position Title: Accountant
Type of vacancy: Multiple Positions
Opening date: September 22, 2014
Closing date: October 03, 2014
Vacancy announcement #: USAID/306/14/74/OFM
Work hours: 40 hours (Full time)
Position Grade: FSN-10

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for multiple positions of Accountant in the Office of Financial Management (OFM).

BASIC FUNCTION OF THE POSITION:

The incumbent is responsible for maintaining, reviewing, reconciling, and balancing accounting records and systems for various types of the USAID/Afghanistan project and operating expenses funds. These include grants, 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.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Perform project accounting operations utilizing an automated accounting system (Phoenix) that controls and reports on all program activities. Require the application of professional accounting principles and practices in the maintenance of the system. Assure that effective accounting systems are in place to cover all USAID/Afghanistan programs. USAID/Afghanistan's operating year budget (OYB) averages more than \$1 billion. Resolve ongoing difficulties in processing commitments, obligations, sub-commitments, sub-obligations, advances, and disbursements of program and operating expenses funds. Ensure that all types of transactions in the accounting system (i.e. budget, acquisition, accounts payable, bills for collection, and accrual sub-systems) are correct. Establish efficient monitoring of program and operating expenses funds and advances. Advise the Chief Accountant on the status of all program-funded grants.
2. Accounting Reports: Prepare required reports and special reports from information available for a variety of users including the Deputy Controller and the Chief Accountant, USAID/Washington, Mission Management, and project officers. In coordination with the Chief Accountant, develop, analyze, and issue all internal reporting of accounting. Ensure the completion and accuracy of all reports (e.g., determine that commitments, obligation, disbursement and accruals are correct). In conjunction with the Chief Accountant, Financial Analysts, Project Officers, and grantees, develop special reports from the accounting system database to assist in program management of funds made available to the USAID/Afghanistan program.

3. Advice, analysis and periodic tasks to include:

- Provide advice to the Technical Offices' personnel on all types of accounting transactions.
- Conduct 1311 Reviews. Advise the Chief Accountant and Deputy Controller or designee on the status of unliquidated obligations and maintain list of the planned de-obligations and upward adjustments.
- Process requests for closeouts. Perform all the necessary activities to ensure proper processing of closeouts and advise the Chief Accountant and Contracting Officer Representatives (CORs) /Agreement Officer Representatives (AORs) on de-obligations of funds. Coordinate actions with Financial Analysts.
- Produce sampling of the Technical offices' project accrual files periodically (at least quarterly). Report to the Chief Accountant and Deputy Controller on findings and recommend actions for improvement.
- Perform reconciliation activities. Record in Phoenix all Operating Expenses (OE) and project disbursements and advances based on United States Disbursing Office (USDO) statements. Take follow up actions to clear all unreconciled items.
- Closely coordinate reconciliation activities with all the involved OFM staff. In coordination with the Voucher Examiners' Supervisor, research, initiate and process all the required corrective transactions.
- Establish contacts with the local bank and Bangkok Financial Service Center personnel to resolve difficulties in processing all disbursements and collections.
- Process Interagency Payment and Collection System requests (IPACs) received from USAID/Washington, other USAID Missions and other US Agencies. Assist Chief Accountant in clearing IPACs in Phoenix system. Provide input to reporting actions.
- Maintain cuff records to track Journal Vouchers, Trip Requests, and other accounting transaction documents.
- Issue and process Bills for Collection in Phoenix and maintains the Accounts Receivable files.
- Serve as back-up for maintaining the electronic files for accounting transactions.
- Assist the Chief Accountant in compiling and producing documentation for accounting transactions required during the Government Management Reform Act (GMRA) audit and/or data call requests from USAID/Washington.

4. Serve as backup to any accounting section member during his/her absence. Serve as backup to the reconciliation of transactions issued by Treasury Department Financial Center in Kansas City. Perform other duties required in order to maintain official operations of the Controller's office and any other functions as deemed necessary by the Chief Accountant and/or Deputy Controller or designee.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Bachelor's degree in Accounting, Finance, Economics or Business Administration is required.

Prior Work Experience At least 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.

Language Proficiency: Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading Dari and/or Pashtu is required.

Job Knowledge: A thorough knowledge and understanding of professional accounting principles,

theories, practices and a thorough knowledge of laws, regulations, and procedures is required.. Understanding USAID organization and its operations and familiarity with USAID project policies and processes are desired.

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 are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: Accountant (OFM1474)**

ANY/ALL application submissions after the closing date of October 03, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Application for Employment (AE) 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 a curriculum vita that provides the same information found on the DS-174 form.**

(We understand that not all applicants are able to download 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 open only 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 **Female candidates are strongly encouraged to apply.**

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**

Point of contact: Questions concerning this Notice may be forwarded to KabulAIDHR@usaid.gov.