Solicitations open to: Afghan Nationals Only
Position Title: Voucher Examiner
Type of vacancy: Multiple
Opening date: January 02, 2017
Closing date: January 15, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-08
Vacancy announcement #: USAID/306/17/17/OFM

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as Voucher Examiner as described in this solicitation under a personal services contract.

BASIC FUNCTION OF THE POSITION:

The incumbent reviews and otherwise processes a wide variety of vouchers related to long-term USAID technical project-funded activities. The incumbent reports directly to the Supervisory Voucher Examiner and also processes vouchers and other claims for payment related to Operating Expense (OE) and other administrative funds.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Processes for payment a full range of the most difficult and complex invoices.

This includes requests for payment of goods and services, including OE and project-funded vouchers, with a number of payees and making disbursements that are complicated by multiple appropriations. The incumbent acts as compliance agent in assuring that established controls to prevent improper or duplicate payments and compliance with the Prompt Pay Act are effectively working. The processing of vouchers for payment requires an understanding and application of complex United States Government rules and regulations which are contained in USAID’s Automated Directives System (ADS), Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Travel Regulations (FTR), and Treasury Department regulations.

The incumbent reviews, analyzes and otherwise processes vouchers and other claims for payment involving long-term technical projects, and grants. The review and analysis are to assure that vouchers and claims are proper and contain the appropriate authorizations and certification; that are supported by valid documentary evidence showing that payment and disbursement are authorized; that requests for payments are in accordance with contractual payment provisions and/or other written agreements; and that disbursements applicable to the claim comply with US and host country laws and regulations. The incumbent processes project advances in accordance with USAID Cash Management policy and ensures that the grantees receive the advances within the projected timeline so as not to paralyze the activity implementation. The incumbent processes and schedules payments through the automated Accounts Payable system.
2. Transportation vouchers examination and process:
The incumbent examines and processes transportation vouchers that are received from moving and storage companies, travel agents, and airlines; processes both domestic and international travel reimbursement vouchers that contain most types of United States Government (U.S.G) including home leave, medical travel with or without attendant, post assignment travel, etc.; determines if a travel advance was issued and computes the amount due to traveler or the U.S. Government; receives cashier transmittals and petty cash documents, and enters these disbursements into the accounting system, Phoenix.
The incumbent reprocesses cancelled payments after ensuring that the necessary changes have been made.

3. Foreign Service Nationals (FSN), Third Country Nationals/United States Personal Service Contracts (TCN/USPSC) payroll, or United States Direct Hire (USDH) payroll:
The incumbent is responsible for being the primary contact for one of the three payroll systems, namely TCNPSC/USPSC payroll, FSNPSC payroll, or USDH payroll, and serves as the primary alternate to one of the systems as well. The incumbent is the primary contact to one of the systems listed below and an alternate to one of the other systems:

(1) TCNPSC and USPSC biweekly payroll. This includes accounting for health insurance premiums, pension plan contributions, and federal tax payments to the Internal Revenue Service.

(2) FSNPSC payroll that is processed by Bangkok Financial Services Center. Requires comprehensive knowledge of the Local Compensation Plan and the Locally Employed Staff Handbook to ensure that time is reported correctly. The incumbent transmits all additional payments (e.g. medical reimbursements and awards) and deductions (e.g. bills for personal phone calls) to be applied to the net salary amount. The incumbent is a main liaison with local USDO bank.

(3) USDH time and attendance system (webTA). The incumbent ensures that OverTime (OT) and different differentials (i.e. danger pay, post differential, Sunday differential) are reported correctly. The incumbent prepares all memos outside of webTA for Temporary Duty (TDY) staff and tenured USDH staff for the special differential.

4. Technical Guidance:
1. The incumbent contacts contractors, grantees, vendors, and employees both in writing and orally to provide guidance, to interpret the Agency's voucher auditing requirements, and/or to request additional information regarding requested payments.

2. The incumbent prepares less complex administrative type SF1034 vouchers for vendors.

3. The incumbent performs other related duties required in order to maintain official operations of the office, to cross train colleagues and any other functions as deemed necessary by the Supervisory Accountant, Supervisory Voucher Examiner, and the Deputy Controller.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A minimum of two (2) years, college level education or technical study in accounting, finance, business administration or auditing. (Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of three (3) years of progressively responsible experience in voucher examining, accounting and related fiscal work. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading English and level IV (Fluent) speaking/reading Dari or Pashto.

Skills and Abilities: Ability to read, comprehend, and logically apply complicated regulations, directives and procedures relating to the USAID voucher examination process.

HOW TO APPLY:
Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a Subject line: Voucher Examiner (OFM 1717).

ANY/ALL application submissions received after the closing date of January 15, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria;  
2. Application for Employment as a Locally Employed Staff (DS-174) http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc http://www.state.gov/documents/organization/136408.pdf (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link http://www.acbar.org/applicationform. Applicants who are accessing this solicitation through jobs.af can download directly from the website); AND  
3. A current resume or a curriculum vitae.

IMPORTANT:
IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:
Ø Only short-listed candidates will be notified.  
Ø This vacancy is open only to Afghan Nationals.  
Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.  
Ø No in-person appointments or telephone calls will be entertained.  
Ø Applications submitted as .RAR file will not be accepted by the system  
Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.  
Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.  
Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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