



Memorandum

DATE: August 20, 2013
FROM: Joseph Varley, Acting Supervisory EXO
SUBJECT: Vacant Position: USAID Mali OFM Supervisory Accountant
TO: Open to US Mission Locally Employee Staff and other potential candidates.

OPENING DATE: August 22, 2013

CLOSING DATE: September 12, 2013

GRADE LEVEL: **FSN PSC-10 (FCFA 9,461,487 to FCFA 14,665,299)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Supervisory Accountant for its Financial Management Office.

Basic Function of Position

This position serves as supervisory accountant in charge of all activities in the Accounting Section of the Office of Financial Management. In this capacity the incumbent acts as the quality assurance officer for all transactions processed in the section, including verification of data accuracy of Phoenix system.

Major Duties and Responsibilities

Directs the day-to-day operation of the USAID/Mali, OFM/Accounting Section, including oversight of both program and operating expense funding.

Ensures the accuracy of Phoenix data entry through daily review of work processed by operating accountants, review and reconciliation of daily Phoenix transaction registers, periodic review and reconciliation of report preparation,

Manages all receipts, Phoenix log-in/entry, and allowance log maintenance for appropriation allowances received by the Mission for USAID/Mali, and all DHR and SSH funding by the Embassy in Mali.

Reviews and clears all provision of funds availability processed by the operating accountants in the section. Ensures appropriate funds are applied to reservation, commitment and obligation documents.

Assists the operating accountants in performance of status of funds reviews (1311 Reviews) and verifies accuracy of entry of same.



Oversees the Mission cash reconciliation between USAID accounts and disbursements reported by the U.S. Treasury. Ensures actions are taken promptly to clear outstanding reconciling items in e-Cart.

Provides all reports required by the U.S. Treasury through e-Cart system and performs monthly reconciliations.

Submits SF-224 Cash Reconciliation to the U.S. Treasury through GWA, the Treasury web site.

Provides accounting advice to subordinates and other users of accounting information.

Serves as Acting Chief Accountant in the absence of the Chief Accountant.

Performs duties as assigned by the supervisor.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications.

1. US Mission Local Employee Staff and other potential candidates;
2. Bachelor's degree in accounting or finance from an accredited institution is required. Additional formal training in payment verification procedures, accounting, and some exposure to cash reconciliation and Bill for collection is highly desirable. The degree requirement can be waived with five to seven years of experience in general accounting and bill for collection accounting with a progressive organization;
3. A minimum of three years of experience in accounting with emphasis on financial data analysis is required. A minimum of one year experience with any U.S. government agency or its grantees is preferred.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement position.

Qualifications Required:

1. **Education (10%):** Bachelor's degree in accounting or finance from an accredited institution is required. Additional formal training in payment verification procedures, accounting, and some exposure to cash reconciliation and Bill for collection is highly desirable. The degree requirement can be waived with five to seven years of experience in general accounting and bill for collection accounting with a progressive organization.
2. **Prior Work Experience (30%):** A minimum of three years of experience in accounting with emphasis on financial data analysis is required. A minimum of one year experience with any U.S. government agency or its grantees is preferred.
3. **Language Proficiency (10%):** Level IV proficiency in both written and spoken English is required. Incumbent must be able to explain complex reconciling problems to the Controller and routine communication with project/activity managers in English is required.



4. **Knowledge (30%):** Specific knowledge and understanding of professional accounting principles, theory and practice is required. Working knowledge of USAID accounting and reporting requirements is highly desirable. Knowledge of USAID payment and collection practices is highly desirable.
5. **Skills and Abilities (20%):** Must have well developed analytical skills, computer skill and mathematical skills. Incumbent must be service oriented and possess good communication skills.

Maximum Evaluation Score 100 points.

POSITION ELEMENTS

- a. **Supervision Received:** Direct supervision from the Chief Accountant.
- b. **Supervision Exercised:** Supervised the two (2) Accounting Technicians.
- c. **Exercise of Judgment:** Use of personal and professional judgment is essential and routine in review and processing of funding documents and preparation of journal vouchers and reconciling items. Incumbent is relied on to make recommendations and decisions independently and to advise the Chief Accountant and Controller on areas of concern.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, Purpose of Contacts:** Principle contacts will be the USAID Controller's staff, USAID Cash Reconciliation Team and Embassy FMO staff to obtain data and process obligation/commitment documents and process reconciling items.
- f. **Time Required to Perform Full Range of Duties after Entry into Position:** One year.

SELECTION PROCESS:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

ADDITIONAL SELECTION CRITERIA:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the OFM Supervisory Accountant position.



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4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected.

SUBMIT APPLICATION

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

Detailed Statement of duties and the qualification requirements for the position is available on the following websites (<http://www.usaid.gov/mali/partnership-opportunities/local-vacancy>) or (<http://mali.usembassy.gov>).

CLOSING DATE FOR THIS POSITION: September 12, 2013

The US Mission in Mali 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.