

HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15-029

OPEN TO: All Bangladeshi Interested Qualified Candidates/All Sources.

POSITION: Accounting Technician, FSN-430-08
(Salary approx. Tk. 68,600 per month).

Depending on qualifications and experience, Incumbent(s) may be hired at a trainee grade (Lower than the position grade.)

OPENING DATE: April 8, 2015

CLOSING DATE: April 22, 2015

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Accounting Technician** in the Office Financial Management.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, a candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a



lower grade level.

BASIC FUNCTION:

The incumbent is responsible for maintaining internal controls over the day-to-day accounting and fiscal functions and data input in the Phoenix system including assisting in installation and maintenance of an adequate financial management system for accounting, cash management, disbursing, and financial reporting for Mission. The incumbent is responsible for recording accounting transactions in Phoenix of the Mission's projects, including a full range of work and variety of programs. Incumbent is also responsible for reconciling accounting transactions in Phoenix with the U.S. Disbursing Office. S/he develops and/or maintains related financial worksheets, and collects and verifies some financial data for budget formulation. The incumbent is responsible for maintaining official accounting records.

MAJOR DUTIES AND RESPONSIBILITIES:

The Accounting Technician performs accounting duties as summarized below:

The incumbent reviews and checks the accuracy of financial data and appropriateness of documentation to support accounting entries. Assures funds are properly obligated and expended under each activity in accordance with USAID's accounting procedures. Pre-audits and posts financial transactions from a wide variety of documents, such as contracts and grants, purchase orders, travel authorizations, miscellaneous obligating documents, SF 1221 disbursing office reports and inter-agency payment and collection (IPAC) reports. Ensures the accuracy and completeness of the financial records, and prepares adjustment/correction documents (Journal Voucher, SF1097 and 1098) when needed to keep appropriation accounts balanced and reconciled.

Receives, reviews and analyzes various obligation, earmark, commitment and disbursement documents such as project agreements, Modified Acquisition and Assistance Documents (MAARDS), contracts, purchase orders, travel orders, leases, allowances, Cooperative Agreements, and Grants, etc. Validates these documents for funds availability within amounts allowed and/or available and provides the initial Financial Management Office clearance. Reviews all MAARDS, PILs, PROAGs, contracts, grants, cooperative agreements, travel authorizations, purchase orders, etc for appropriate reservation/commitment/obligation data, ensuring all applicable regulations are met. Assigns EOCC numbers by class codes to all obligating documents. Provides timely and accurate input of program funding financial information, including reservations and obligations, into the automated Phoenix System and supplementary control sheets.

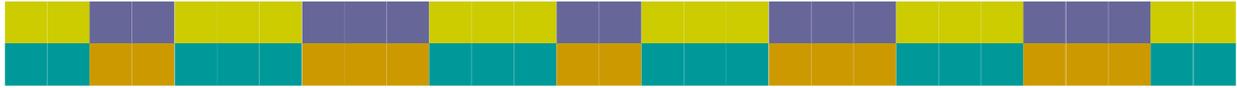


Assists in preparing the quarterly pipeline analysis report and other program related ad hoc reports, e.g. burn rates. Prepares accrual worksheets and enters approved accruals in Phoenix. Prepares appropriate reports necessary to monitor the closure of purchase orders, grants, contracts, and reconciling actions. Works closely with the Office of Acquisitions and Assistance in securing relevant documentation in order to closeout grants and contracts. Works closely with the Technical and other support teams to ensure that final vouchers have been received and paid and records approved decommitment and/or deobligation actions. Responsibilities include ensuring compliance with regulation. C. Responsible for conducting an on-going, comprehensive analysis of the Mission's disbursements with USG Disbursing Offices. This involves reconciliation of the amounts posted with amounts reported by appropriation, budget plan code and obligation, the identification of non-posted amounts and verification of appropriation charged, and initiate steps to correct appropriation errors and ensure correct entries are posted in Phoenix. Prepares Section 1311 review worksheets and enters 1311 review approved results in Phoenix.

Responsible for conducting an on-going, comprehensive analysis of the Mission's disbursements with USG Disbursing Offices. This involves reconciliation of the amounts posted with amounts reported by appropriation, budget plan code and obligation, the identification of non-posted amounts and verification of appropriation charged, and initiate steps to correct appropriation errors and ensure correct entries are posted in the USAID accounting system. .

Assists in the compilation, analysis, and submission of periodic accounting reports including those filed through the USAID Financial Data Collection Tool (Web Tool). These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, FSN Separation Pay; Payments to Federal Entities; etc. Assists in the maintenance of property accounting records (NXP Ledger) and related fiscal controls over USG owned property, keeping it current and up-to-date and works closely with STATE ICASS provider to reconcile expendable records on a quarterly basis. Maintains a spreadsheet for each project to reflect in two columns new money and carry over money. Reminds project managers about reserved money that hasn't been obligated. Also maintains necessary correspondence and subject files on budget allowances, open reservations and various reports files. Distributes financial reports to Mission officials, with additional explanatory notes on highlights of these reports, where necessary.

Assists the Supervisory Financial Analyst and Financial Analysts to ensure that all required monthly, quarterly, and annual financial reports are prepared



and submitted on time. Prepares reports detailing outstanding reconciling items and follows-up each until they are closed. Assists in completion of the Mission's monthly worldwide disbursing officer charges with Mission reported disbursements (1221 reconciliation and SF-224 reconciliation), and cumulative USAID/W 1221 reconciliation. The incumbent will ensure that all accounts are reconciled monthly, prompt corrective action is taken and the posting of the transactions in our accounting system is completed. Resolution of the outstanding issues is often necessary and any "write-offs" must be thoroughly analyzed, documented, and approved. The incumbent reconciles, corrects, and reports to Treasury on any differences between Treasury and Agency balances as reported on FMS Form 6652 and 6653. The incumbent will review GOALS, IPAC charges and SF-1166 charges to appropriate Agency's Location Code/Disbursing Office and ensures charges are recorded promptly and accurately. The incumbent also assist in preparing and maintaining the quarterly Cash Reconciliation Report using Cash Reconciliation Tool (CART). (25%)

Maintains the Controllers' Office project working files, including original financial documentation and official records for projects such as project/program papers, authorizations, implementation letters, grantee agreements, and other financial documents. Establishes and maintains current working files for projects, including papers, agreements and amendments, implementing documents such as MAARDS, contracts and grants, etc., purchase orders, travel orders, leases, etc.

Serves as backup to the Budget Assistant and, together with that incumbent, may also be required to back up the Financial Analyst(s) and the Budget Analyst, performing duties of those positions in the absence of one of the incumbents.

Performs miscellaneous related duties as assigned.

The incumbent is responsible for operating USAID information systems consistent with "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to



organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** University degree in Accounting, Finance or Business Administration or equivalent is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Language Proficiency:** Level III (good) in English and Level IV Bangla (written and oral) is required. English language proficiency will be tested at the time of selection. **15 points**
- 3. Prior Work Experience:** Four to seven years of progressively responsible experience in international donor budgeting, accounting, auditing or other financial management activity. At least two years' experience with an international donor organization in an accounting or financial management capacity is required. **30 points**
- 4. Knowledge:** A thorough knowledge of professional accounting principles, theory, practices, and terminology with regard to project accounting is required. Thorough knowledge of laws, regulations, and procedures associated with International Development & financial management is also required. **15 points**
- 5. Skills and Abilities:** Ability to manage/analyze; account for and report on numerous accounting records and determine the need for various types of entries and adjustments; and to relate the purpose and objectives of activities to their costs and fiscal requirements. Must be able to compile and present detailed financial and related information in a concise and fully professional manner. Must be able to maintain effective working relations with all personnel in USAID and other USG agencies at post a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. A high level of analytical ability and sound judgment is



required. Proficient in Microsoft products, e.g. Word and Excel. Ability to use automated accounting systems. **25 points**

ADDITIONAL SELECTION CRITERIA:

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees promoted to a new position within the past year must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)



All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

SUBMIT APPLICATION TO:

All candidates must submit the **Universal Application for Employment form** DS-174 or OF-612 either by regular mail (postal service) ***or***, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

CLOSING DATE FOR THIS POSITION: April 22, 2015

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.



NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, 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. Women and members of minority groups are encouraged to apply.