



MEMORANDUM

DATE: April 8, 2013
FROM: Lorraine Sherman Acting Supervisory Executive Officer 
SUBJECT: Vacant Position, Voucher Examiner
TO: FSNs and all interested candidates

OPENING DATE: April 9, 2013

CLOSING DATE: April 23, 2013

GRADE LEVEL: **FSN PSC-7 (F CFA 4,542,995 to FCFA to 7,041,647 as base pay/year)**
(If an applicant who does not meet all required qualifications for the position and who 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 Voucher Examiner.

Basic Function of Position

This is a non-supervisory Voucher Examiner position in the Controller's Office. The position has primary responsibility to review and process complex vouchers for payment of USAID Contracts, Grants and Cooperative Agreements. The incumbent manages the Foreign Service National (FSN) contractor's payroll system, web-TA for the expatriate staff, and the USAID Accounts Receivable and Billing and Collection systems. The incumbent serves as the mission alternate Class B cashier.

Major Duties and Responsibilities:

As the Voucher Examiner, the contractor shall be responsible for the following tasks on a daily, weekly and monthly basis:

- a. Process complex vouchers for payment of USAID Contracts, Grants and Cooperative Agreements.
- b. Manage Foreign Service National (FSN) payroll system.
- c. Maintain Accounts Receivable and Billing & Collection systems.
- d. Serves as the mission Class B cashier.
- e. Reviews, analyzes and processes, complex program implementation vouchers, ensuring validity and accuracy of invoices by comparison with contractual instruments, technical



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office affirmations, support documentation and other available information that includes advance and liquidations.

f. Review, analyze and process, the bi-weekly FSN automated payroll submission. Compiles time and attendance reports and enters data to the system. Ensures accuracy of personnel data and updates payroll information in the system as detailed in contractual instruments. Maintains close contact with the Charleston Financial Service Center (CFSC) regarding payroll issues and to ensure timely receipt of payroll checks.

g. On a bi-weekly basis, manage Web-TA for all expatriate employees.

h. Review, analyze and process the Help and Democracy and Human Rights vouchers. All voucher processing includes verification of funds availability and appropriateness of funds applied.

i. Process SF-1081s to credit OE accounts for services provided to program funded activities (fax, phone and vehicle use).

j. Manage all aspects of bill for collection process in the automated Accounts Receivable system. Provides routine reports on aging of bills and collections and enters collections in the automated system and the Phoenix system. Forwards check collections to CFSC.

DELIVERABLES

a. Process all assigned Voucher for payment in a timely manner.

b. Complete and submit FSN payroll and Web-TA input in by the dead-line.

c. Prepare and submit cash reconciliation (ACS 365) on a monthly basis.

d. Issue bill for collections and post collections in the accounting system.

e. Provide training to other voucher examiners in the team.

A copy of the Announcement can be picked up with the U.S. Embassy's receptionist. For more information, please contact USAID Mali Human Resources Office at telephone number 2070-2783 or 2070-2747.

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

1. Mali Local resident at time of hire;
2. Completion of secondary school is required but college degree is preferred. Additional formal training in payment verification procedures, accounting, auditing and/or bookkeeping is desirable;
3. Two years business experience in payment processing, government systems and computer operations is desirable. One year of experience with a U.S. government agency with progressively increased experience in general administration and voucher examination is desirable.



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 position announcement.

Qualifications Required:

- a. **Education (15 points):** Completion of secondary school is required but college degree is preferred. Additional formal training in payment verification procedures, accounting, auditing and/or bookkeeping is desirable.
- b. **Prior Work Experience (25 points):** Two years business experience in payment processing, government systems and computer operations is desirable. One year of experience with a U.S. government agency with progressively increased experience in general administration and voucher examination is desirable.
- c. **Language Proficiency (20 points):** Level IV proficiency in both written and spoken English is required. Incumbent must be able to explain the vouchering completion process the Controller and routine communication with Mission staff in English is required.
- d. **Knowledge (25 points):** Specific knowledge and understanding of USAID and US Government grant, contract and co-operative agreement, payment methodology. Knowledge of payroll policy, especially, web-TA and FSN timekeeping.
- e. **Skills and Abilities (15 points):** Must have well developed analytical skills, computer skills and general 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 Supervisory Voucher Examiner.
- b. **Available Guidelines:** USAID Automated Directive System (ADS), Standardized Regulations, FSN Employees Handbook, FSC/Treasury Guidance, Federal Travel Regulations (FTR), Internal Revenue Guidance.
- c. **Exercise of Judgment:** Use of personal and professional judgment is essential and routine in review and processing of vouchers.
- d. **Authority to Make Commitments:** None.



- f. **Supervision Exercised:** None.
- g. **Time Required to Perform Full Range of Duties after Entry into the 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 Voucher Examiner position.
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 at U.S. Embassy main entrance guard booth. (USAID Mali, c/o American Embassy, ACI 2000, B.P 34, Bamako, Mali)



CLOSING DATE FOR THIS POSITION: April 23, 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.