

Position Description

POSITION TITLE: CHIEF ACCOUNTANT

BASIC FUNCTION OF POSITION:

The Chief Accountant position is located in the Office of Financial Management (OFM) of USAID/Nepal and serves as the principal and recognized expert Foreign Service National (FSN) professional advisor to the Controller with responsibility for all aspects of accounting, budgeting, financial reporting and internal control. The incumbent serves under the direct supervision of the Controller or Deputy Controller, performing a full range of complex professional duties including budgeting, accounting, reporting, and internal control activities in a comprehensive and timely manner to support the objectives of USAID/Nepal. The Chief Account serves as the principal leader and mentor to the FSN staff in the OFM Office.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Management of Financial Operations 40%

Serves as the principal advisor to the Mission Controller on financial management objectives and policies. Performs duties and responsibilities relating to all elements of financial management including budgeting, accounting, disbursement and collection of funds, internal controls and financial reporting.

- Plans, organizes, and monitors all financial operations including accounting, budgeting, accounts payables, account receivables, advances (OE & Project), reconciliations with the U.S. Treasury and U.S. Disbursing Office and financial reporting to USAID/Washington. Responds to requests for financial information and resolves accounting and payment problems.
- Evaluates the Controller's Office operating procedures and assists in the development and improvement of internal procedures governing the formulation, preparation and review of requests for funds. Assesses the impact and determines how to best implement guidance received from USAID/Washington relating to management of accounting and reporting systems. Coordinates the installation, implementation and/or revision of financial management and accounting systems and controls, and provides formal and informal training to FSN employees on all budgeting and accounting functions.
- Manages the quarterly accruals and 1311 reviews and ensures that Mission funds are properly de-obligated, de-committed, and de-earmarked as appropriate.

2. Supervision and Staff Training 30%

Supervises/Manages the Mission accounting system, accounts payable/receivable process, financial reconciliations, and financial reporting with one (1) Accounting Technician, and three (3) Voucher

Examiners. Responsible for the career development and professional engagement of financial operations staff.

- Provides guidance to subordinates to ensure that USAID regulations and procedures are followed when developing and processing financial information and when reviewing and providing OFM clearance on implementation documents.
- Supervises Mission accounting and accounts payable/receivable functions to ensure that all financial transactions for USAID/Nepal are properly coded and posted into the Agency's Accounting System and recorded in the voucher tracking system.
- Conducts formal and informal training on accounting procedures and financial reporting and provides career counseling as part of the annual performance evaluation process.
- Ensures financial operations staff are professionally engaged with meaningful work, have opportunities to develop skills, and serves as the mentor and leader in the Financial Management Office.

3. Financial Information and Systems Management 20%

- Oversees the computerized accounting system, working closely with the system support office in Washington, OFM personnel and other users within the Mission to meet the accounting and reporting requirements of the Mission and USAID/Washington. Conducts constant reviews and evaluations of daily system operations, supervising the resolution of accounting and reporting problems.
- Directs the fiscal month-end, quarter-end and year-end closing functions. Ensures timely and accurate preparation of required and ad-hoc reports relating to the financial status of USAID/Nepal managed funds. Provides final clearance and quality control on reports prior to signature by the Controller.
- Ensures effective management, and implementation of the Agency's accounting system, Intra-governmental Payment and Collection System (IPAC), and ensures that the Mission financial records are reconciled with the U.S. Treasury data obtained from these systems. Provides financial system training for the financial analysts, accountants, voucher examiners and other system users to assist them in effectively utilizing software applications pertinent to their assigned duties.

4. Performs Other Related Duties as Assigned 10%

- Reviews and evaluates existing financial management policies, procedures, and internal controls. Provides guidance and clarification on updated regulations and requirements. Communicates such changes to appropriate Controller's Office and Mission staff.
- Recommends changes to improve the effectiveness and efficiency of the Mission's financial management operations.
- Periodically reviews and updates existing financial management Mission Orders as well as drafts new such Mission Orders when needed or required.
- Serves on the working group for the post ICASS Council, reviewing financial issues and documentation. Prepares the annual USAID workload counts for ICASS for review by the

Controller and the USAID representative to the ICASS Council. Coordinates the preparation and collection of the annual Bill of Collection for support costs incurred by the Mission for the Library of Congress.

- Works with the Program Office on financial tables used for annual reporting and budget submission and verifies the integrity of the AO financial numbers with the official accounting records.
- Provides advice, recommendations, and clarification to the Mission's Development Objective (DO) Teams, Program and Project Development Office (PPDO), and Executive Office (EXO) on USAID financial, accounting, and payment regulations. Participates in DO Team, PPDO, and EXO meetings as needed.
- In the absence of the Controller or Deputy Controller, serves in an acting role coordinating Office of Controller operations.
- As part of the worldwide Chief Accountant's Network (CAN), provides feedback to AID/W officials on best practices, revised policies and procedures, and report requirements.
- As part of the FMFIA assessment, reviews the Controller's Office's internal controls and assessed risk levels, identifying any areas of potential weakness with corresponding corrective recommendations.

Performs other financial and accounting duties and responsibilities as requested by the Mission Controller.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

A. Education: A University degree in Accounting its or equivalent is required. A Master's degree or professional certification in accounting (Certified Public Accountant or Chartered Accountant) is desirable.

B. Prior Work Experience: Ten years of progressively responsible experience in accounting, budgeting, reporting, and general financial management when in possession of a university degree. At least five years of progressively responsible experience in accounting and budgeting should have been with the international organization. Supervisory experience is preferred.

C. Post Entry Training: Specialized training if/when available in USAID/USG financial management, Phoenix, ICASS, and appropriations law. On the job training in USAID accounting policies and procedures.

Language Proficiency: Level 4 English and Nepali required. (Fluency in read/write/speak)

E. Knowledge: Thorough and expert knowledge of professional accounting principles, theories, practices, and terminology; as well as the principles and accepted procedures of U.S. and host country governmental and business accounting, budgeting, and reporting. A thorough knowledge of laws, regulations, and procedures associated with USAID financial management is highly desirable. A comprehensive knowledge of USAID project planning and implementation is also desirable. In addition, a thorough knowledge of Phoenix, USAID contracting procedures, and program and operating expense budgeting is desired.

F. Abilities and Skills: A very high level of analytical skills, professional expertise, and sound independent judgment is required. Must be able to compile and present complex and detailed financial and related information in a concise and fully professional manner. Must be skilled in the use of computer based analytical programs and USAID data management systems. Must be able to communicate complex USG financial management rules, policies, and regulations concisely and accurately. Must have strong supervisory skills and be able to develop and manage subordinate staff in a complex accounting operation. Must be able to work with all levels of personnel in the Mission and outside contacts in a collegial professional manner. The ability to work independently with a minimum of supervision is required. Must have thorough understanding of management systems and process improvement techniques.