

###### USAID JOB OPPORTUNITY ANNOUNCEMENT #003

**DATE:** **March 16, 2017**

###### TO: ALL INTERESTED CANDIDATES

###### 

**FROM: UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID), REGIONAL MISSION TO UKRAINE, BELARUS AND MOLDOVA**

**SUBJECT: PAYMENT PROFESSIONAL/VOUCHER EXAMINER**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. ***Application procedure* is outlined at the end of this notice.**

**POSITION TITLE:**  **PAYMENT PROFESSIONAL/VOUCHER EXAMINER**

**OPEN TO:**  **ALL INTERESTED CANDIDATES**

**GRADE LEVEL\*:**  **FSN-8(Full Performance Level)**

**FSN-07 (Training Level*)\****

**WORK HOURS: Full Time, 40 hours per week**

**POSITION TYPE:****Permanent**

**OFFICE LOCATION:** **USAID located in Kyiv, Ukraine, Office of Financial Management**

**OPENING DATE:** **Immediate**

**DEADLINE: March 30, 2017**

**\**The successful incumbent will be hired at the Training Level, FSN-7 until all mandatory USAID training is completed and the full performance level of the position is reached.***

**BASIC FUNCTION OF POSITION:**

This position is located in the Voucher Examination Unit, Budget and Accounting Division, Regional Office of Financial Management (OFM), USAID Mission to Ukraine, Moldova and Belarus. The primary purpose of this position is to examine and process vouchers and invoices of multi-million dollar, long-term technical assistance contractors and grantees, both direct and host country, for USAID project and non-project activities, recommending for payment or indicating required clarification or justification; and to control and monitor payment requests and disbursements. The incumbent examines project and non-project vouchers for USAID activities in Moldova and in Ukraine. He/she is responsible for processing FSN payroll, Official / Personal VAT Refund, COLA payments, reconciliation of EXO Citibank Travel Card, Carlson Wagonlit vouchers and 1221 posting. Serves as a backup for other Payment Professional/Voucher Examiner.

**QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE:**

1. Education:

Bachelor's Degree in Finance, Accounting, Economics or BusinessAdministration is required.

1. Prior Work Experience:

Four years of progressively responsible experience in payment processing, bookkeeping, voucher examination or accounting is required.

1. Post Entry Training:

Training in USAID voucher examination requirements and accounting system. Training in ASIST, Phoenix and E2 is required. Special training courses in U.S. Government accounting and operations audit desirable.

1. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV in English (fluent) is required. Level IV in Ukrainian and Russian (fluent) is also required.
2. Job Knowledge:

A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting budgeting and reporting is required. A thorough, knowledge of laws, regulations and procedures associated with USAID financial management is desired. Should have a sound understanding of program regulations and contract terms for which voucher examining processes are performed, and have or acquire a broad knowledge and understanding of GAO decisions.

1. Skills and Abilities:

Ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile, and balance accounts, and to relate the purpose and objectives of projects to their costs and fiscal requirements is required. Ability to comprehend and logically and properly apply to the voucher examination process the various and detailed technical project regulations, terms and conditions. Must have tact and ability to explain clearly and convincingly the rationales for payment disallowances and the need for various documentation steps to be taken in order to comply with maintenance of financial record and reporting requirements. Typing at Level I is desired. Computer skills with application of spreadsheet, data base and word processing are required.

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| **POSITION ELEMENTS** |

1. Supervision Received:

Immediate supervisor is the Supervisory Voucher Examiner. Completed work is reviewed for accuracy and compliance with established procedures. Supervisor is available for technical guidance.

1. Supervision Exercised:

Position is non-supervisory.

1. Available Guidelines:

USAID Automated Directives System; Controller's Guidebook, FM Bulletins, USAID/RFMC Controller Operating Procedures; Standardized Regulations; Phoenix general ledger; USAID policies and procedures. USAID Handbooks, Executive Order no. 1033 under Foreign Assistance Act of 1961 as amended, the GAO Policy and Procedures Manual and the Travel Regulations.

1. Exercise of Judgment:

Judgment is required in the interpretation of applicable USAID Handbooks, USAID Manual Orders and in applying regulations and contract provisions to specific vouchers and invoices.

1. Authority to Make Commitments: None.
2. Nature, Level, and Purpose of Contacts:

Regular contact with contractors, Team Leaders, Project Officers, U.S. Embassy staff, PVO/NGOs and staff members at all levels in USAID and host government officials and grantees. Contacts are on a daily basis to clarify items on vouchers or fund cite requests, request additional information or justification or resolve discrepancies and to explain project accounting requirements and current status of projects.

1. Time Expected to Reach Full Performance Level: One year.

**APPLICATION AND SELECTION PROCESS:**

Interested candidates in order to apply for this position must submit in English:

1. Current *résumé* or curriculum vitae and a letter of interest;
2. Mandatory Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form could be obtained from the Embassy website **(PDF format)**: [**http://ukraine.usembassy.gov/job-opportunities.html**](http://ukraine.usembassy.gov/job-opportunities.html%20) or from the USAID website **(Word format):** [**http://ukraine.usaid.gov/content/employment-opportunities-en**](http://ukraine.usaid.gov/content/employment-opportunities-en)

A *résumé* or curriculum vitae must contain three to five references with current contact information. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

*A letter of interest* must describe what the applicant understands to be the key responsibilities of the position and highlight the applicant’s qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the requirements of each of the evaluation criteria described above.  The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

**SUBMIT APPLICATIONS TO:**

**Human Resources Office**

[**KyivHR@state.gov**](mailto:KyivHR@state.gov)**, fax: +38-044-521-5155**

**Include vacancy number and position title in the subject line of your email/fax cover sheet and on your application.**

**Note: Only those applications that are received in the Human Resources Office by midnight March 30, 2017 will be eligible for consideration.** **Applications and letters that are *inadequate or incomplete* will not be considered.** **Only those applicants who are selected for the written test and interviews will be contacted.**

**ADDITIONAL SELECTION CRITERIA:**

* This position is open to Ordinary Residents. Ordinarily Resident (OR) – An individual who meets the following criteria:
* A citizen of the host country or a non-citizen of the host country who is locally resident, has legal and permanent residency status within the host country is a holder of a non-diplomatic visa,  and  has a work permit;
* Is subject to host country employment and tax laws.

A non-citizen of the host country must provide a copy of proof of residence and employment eligibility.

* Current Mission employees serving a *probationary period* are not eligible to apply for this position.
* Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
* A written test will be given to assess the candidate’s English writing skills, proficiency with Microsoft applications and general computer skills.

**EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The U.S. Mission in Kyiv 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 US Government 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.

Cleared: USAID/EXO