



## U.S. EMBASSY DHAKA

### VACANCY ANNOUNCEMENT NUMBER – 2017-13

**OPEN TO:** All Bangladeshi Interested Qualified Candidates

**POSITION:** Supervisory Voucher Examiner, FSN-9

**OPENING DATE:** March 20, 2017

**CLOSING DATE:** April 06, 2017 (before 4:30 p.m.)

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

**SALARY:** FSN-9 ( Salary approx. Tk. 1,24,000)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (lower  
than the position grade)**

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Supervisory Voucher Examiner (Accounts Payable Supervisor), in Office of Financial Management (OFM).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, 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.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**



**BASIC FUNCTION:**

The Supervisory Voucher Examiner (SVE) is responsible for the supervision of two Senior Voucher Examiners (VE) processing payments to suppliers and contractors and processing payroll. He/She reviews/processes project and operating expense/trust fund vouchers and maintains the integrity of the data input into the Mission Accounting System (PHOENIX). The incumbent is responsible for planning and organizing the work in the Payment Section, providing guidance and direction to the Senior Voucher Examiners and resolving complex payment issues. The employee is also responsible for the scheduling of all payments through the United States Disbursing Offices (USDOs) in Kansas City, FSC/Bangkok, and the trust fund account in Dhaka. The incumbent is responsible for helping educate Mission staff in proper timekeeping procedures, travel regulations, adequate supporting documentation for invoices, in providing Mission management with routine management reports on payments and responding to inquiries from Mission employees and outside vendors/payees. This position reports to the Chief Accountant.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Review and analyze the most difficult and complex project vouchers. Ensure all payments are processed accurately and that appropriate authorizations and certifications are present and that any required supporting documentation is attached. Further assure all payments are in accordance with USAID/Bangladesh program commitments and obligations and all USG procedures, regulations and policies (in particular, the Prompt Payment Act); that all payments are in compliance with contract and/or grant provisions and mathematically correct. Closely monitor compliance through familiarity and frequent review of OMB Circular A-125, IPIA, U. S. Treasury provisions, and USAID’s Automated Directives System (ADS). Resolve any complex payment actions including, but not limited to, stop payment actions, emergency payments, and cancelled checks.
2. Ensure all requests for payments are promptly and accurately recorded in the Mission’s accounting system (PHOENIX). Ensure that all processed payments are scheduled and correctly prepared for certification by Certifying Officer, extracted from PHOENIX at least two times a week and promptly transmitted to FSC/Kansas City, FSC/Bangkok or Dhaka. Review all transmissions rejected by USDOs and resolve discrepancies, such as resubmission of rejected files.
3. Reviews daily work in process, investigates delays, sets priorities, and ensures prompt review and processing of a large number of complex vouchers. Reviews unprocessed voucher listing on a daily basis and prioritizes workload,



efficiently managing the resources within the Voucher Section to maximize its productive capacity. Reviews outstanding advances, ensuring that appropriate and timely follow-up is made on outstanding items, including providing Controller and Chief Accountant with explanations of problem/overdue vouchers accordingly. Maintains efficiency within the Accounts Payable (AP) Section by promptly responding to payment inquiries from vendors, contractors, and employees. As the Mission Card Coordinator, issue and monitor the declining balance card (DBC). Prepare Bills for Collection to awardees and contractors; prepare Notices of Payment Due to mission staff for receivables. Submit periodic management reports (payment, payroll, Bills for Collection and Notices of Payment Due) in a timely manner.

Maintains close collaboration with Mission technical office team leaders, supervisors, contractors, grantees, landlords, and vendors providing guidance related to the adequacy of supporting documents for vouchers (invoices). Discusses/explains disallowances or other voucher inadequacies submitted to USAID for payment. Keeps Technical Office Team Leaders and supervisors apprised of changes in regulations and/or procedures related to payment processing, delays in processing payments, and other matters regarding the voucher examination and payment process. Evaluates the impact of these concerns and recommends appropriate action. Perform statistical sampling of vouchers if indicated to reduce costs of voucher examination, reporting results to Chief Accountant with appropriate interpretation, in accordance with ADS 630.3.11.1. Continually reviews payment processing internal controls to identify weaknesses and recommend improvements for strengthening such controls.

4. Supervise payroll responsibilities to ensure that all employees are consistently paid their correct salaries and benefits on time. Review and revise, as necessary, the adequacy of existing procedures to ensure that local employee timekeeping is adequate, including correct amounts withheld, and other adjustments to pay status, and that individuals are promptly notified of any adjustments and their questions answered adequately. Monitor American Time and Attendance (webTA) and WINTA (for local employees) reporting to ensure the reporting is accurate and submitted on time. Conduct and oversee training for Accounts Payable section and for timekeepers of Mission staff in proper time and attendance practices and reporting.

5. Plan, direct, supervise, and organize work of the Voucher Payment section. Establish work objectives and prepare annual performance evaluation reports (PERs) for Accounts Payable staff, including providing cross-training to subordinates in payroll, time and attendance reporting, travel-related expenses and allowances. Ensure that Senior Voucher Examiners receive adequate formal and on-the-job training for effective execution of their responsibilities and, to back up other staff when necessary. Establish



standard formats for correspondence and prepare and/or review all correspondence relating to Vouchers (Invoices) and AP matters according to these formats.

Promptly inform the Chief Accountant of any discrepancies, problems, or potential noncompliance issues, and develops recommendations for their resolution.

## **QUALIFICATIONS REQUIRED**

**Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.**

- 1. Education:** University Degree from an accredited institution of higher learning in accounting, finance or business administration. *(You must attach a copy of your certificate along with your application form.)*
- 2. Prior Work Experience:** A minimum of five years of progressively responsible experience in voucher examining, accounting, and related accounting or accounts payable work is required, with preferably two of the five years in an international organization or international company. Incumbent must be computer literate, with a minimum of three years' experience with accounting applications and sound knowledge of Microsoft financial spreadsheet applications. A minimum of two years of supervisory experience is required for this position.
- 3. Knowledge:** Incumbent must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology, and payroll and benefits. General knowledge of various methods of payment practiced by private sector companies, international donors, non-governmental organizations (NGOs), private voluntary organizations (PVOs), parastatals, and various embassies is highly desirable. General knowledge of Bangladesh laws, regulations and procedures which may impact, on the USAID payment process (i.e., Value Added Tax (VAT)), is required.
- 4. Skills and Abilities:** A very high level of analytical skills, professional expertise and sound judgment is required. In addition, the incumbent must possess strong communication, supervisory and management skills to effectively supervise the Voucher Examiners and to direct and coordinate various elements of a complex payment operation. The incumbent must be able to maintain effective working relations with Mission employees and with external customers. Demonstrated ability to apply professional accounting practices, principles, and theories to



different accounting procedures; and to respond to all payment inquiries and convey financial information in a concise and professional manner is required at all levels within the Mission and externally. Expertise at developing and using financial spreadsheet applications, including developing reports, is essential. Must demonstrate the ability to exercise initiative and work independently.

- 5. Language Proficiency:** Level IV English and Bangla skills are required for writing and speaking. At this level an employee is required to have an excellent working knowledge of both written and spoken English. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public, including both English and non-English speaking

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and maintain a local security certification.

*NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current US Government employees recently promoted or reassigned to a new position must have approval from a supervisor to apply.*

3. Current employees serving a probation period are not eligible to apply.

**HOW TO APPLY:** Applicants must submit the following documents either by regular mail (postal service) or deliver by hand to the South barrier of the U.S. Embassy to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Filled up application form. The application forms are available on our website <http://www.usaid.gov/bangladesh/work-with-us/careers>; and in the below link:  
[Application Form AID-302-3](#).



2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

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

- I) A passport size photograph (taken within six months), and;**
- 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.**

**WHERE TO APPLY:**

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America  
Madani Avenue, Baridhara  
Dhaka – 1212

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. 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, 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. Women and members of minority communities are encouraged to apply

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