MISSION NOTICE

USAID Nairobi Complex

NOTICE NO: **12 – 46** **DATE:** **December 21, 2012**

SUBJECT: **EMPLOYMENT OPPORTUNITY – VACANCY FOR ACCOUNTANT, REGIONAL FINANCIAL MANAGEMENT SERVICES (RFMS), USAID/EAST AFRICA**

OPENING DATE: **Immediately**
CLOSING DATE: **January 11, 2013**

Office: **Regional Financial Management Services (RFMS)**

Title: **Accountant**

Grade: **FSN - (PSC) – 430-10**

Who May Apply: **Current U.S. Government Foreign Service Nationals (FSNs) of the U.S. Mission to Kenya. Employees currently on probation are ineligible to apply.**

INTRODUCTION AND BACKGROUND:

The Regional Financial Management Services (RFMS) Office serves USAID/East Africa, USAID/Kenya, and client missions within the region, implementing development and humanitarian assistance programs. The RFMS portfolio has 13 "accountable units" that includes Kenya, East Africa, OFDA/ECARO, DCHA/OTI, Burundi, Somali, Djibouti, Eritrea, Mauritius, Seychelles, Central Africa Republic, Democratic Republic of Congo, and Congo-Brazzaville. RFMS provides financial management services to these clients with cumulative project and operating expenses pipeline of approximately $ 1.6 billion (USAID/Kenya $1.2 billion and client missions $500 million). Operating Expenses (OE) pipeline totals approximately $23.2 million. The Program and operating expense Operating Year Budget (OYB) for these accountable units is approximately $876 million and $25 million respectively. Some of these accountable units (Somali, Burundi, Djibouti, and Central Africa Republic) are limited presence countries with very complex programs, including some presidential initiatives (Feed the Future, PEPFAR, among others), Ambassador's Self-Help Program (SSH), and Democracy and Human Rights Fund(DHRF).

BASIC FUNCTIONS OF POSITION:

The position provides professional accounting advice, assistance, and counsel to USAID managers. The primary purpose of these positions is to serve as the primary points of contact and persons responsible for reviewing, analyzing, evaluating, coordinating, and reporting financial management information to the bilateral and client Missions for all funds received at post,

including program funds, OE funds, and Development Leadership Initiative (DLI) funds. Provides financial management information and advice to technical office teams, USAID/Kenya Office of Program Development and Analysis (PDA), USAID/East Africa Office of Program Development and Implementation (PDI), both USAID/Kenya and East Africa Directors, and Regional Acquisition and Assistance Office (RAAO). Work closely with partners (contractors and grantees) to advise them on Mission financial policies and procedures. Works closely with established USAID/W contacts (Bureau and CFO). Provide financial data to be used in the budgeting, forecasting and accounting for program and operating expenses. Maintains and periodically reviews, reconciles, and balances the technical program accounting and OE accounting records for USAID/Kenya Mission, USAID/East Africa Mission, and the client missions. Prepares periodic reports based on these records, and provides information and advice to Mission management, Strategic Objective (SO) teams, and relevant USAID/Washington personnel. Provides fund cite for Modified Acquisition and Assistance Documents (MAARDs). Record commitment and obligation of funds in financial system, reconciles accounts and provides information to Mission management. Reviews and reconciles disbursements with Treasury and the US Disbursing Officer each month and prepares journal vouchers to correct records as necessary. Performs the close-out of purchase orders, grants, contracts, and cooperative agreements, and de-obligates remaining funds. Serves as back up to the other Accountants, and may be assigned to back up the Supervisory Accountant.

MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME SPENT:

1. **Accounting (40%):**
   Performs all project accounting and operating expense activities for USAID/East Africa and USAID/Kenya Missions (including, Djibouti, Burundi, and Somalia), the Office of Foreign Disaster Assistance (OFDA), the Office of Transition Initiatives (OTI), Congo, USAID/DRC, and other countries supported by the office as needed. Reviews and provides clearance to strategic objective funding documents such as Limited Scope Grant Agreements(LSGAs), Strategic Objective Agreements (SOAGs), Development Assistance Grant Agreements (DAGAs), MAARDs, Implementation Letters, Contracts, Grants, Travel Authorizations, Purchase Orders, and Leases to ensure compliance with USAID accounting regulations/policies and procedures. Based on this review, the incumbent provides funds availability certification to the Mission within each program budget allowance taking into consideration Congressional earmarks, if any. The incumbent provides input to activity implementation documents to ensure all accounting concerns are properly addressed.

   Is responsible for the establishment and maintenance of formal accounting records through Phoenix. These include budget allowance ledgers; project and strategic objective ledgers; advance ledgers, obligations, sub-commitment, and sub-obligation records for activities financed from dollar and local currency funds allowed to the Mission.

   Reviews proposed activity budgets for cost reasonableness, and accuracy. Assigns object class codes (EOCCs) to all obligating documents. Conducts quarterly reviews of unliquidated obligations (Section 1311 review) and takes appropriate action to de-obligate funds no longer required. Monitors the status of expired obligations and obligations nearing expiration. Executes the de-obligation of funds during the contracts/grants close-out process. Advises the Chief Finance Office, Cash Management and Payments (CFO/CMP) Section in Washington concerning close-out of instruments financed through Letter of Credit.

Assists the Contracting Officer's Representative (COR)/Agreement
Officer's Representative (AOR) in calculating the quarterly accrual figures and Post the accrual amounts in Phoenix.

Provides timely and accurate posting of program and operating expenditure financial transactions in the financial system (PHOENIX). Establishes and maintains supporting records and documentation to support each accounting entry in the PHOENIX financial system for the assigned Strategic Objective or projects, including project or SO papers, agreements and amendments, implementation plans and documents submitted in fulfillment of conditions precedent, project implementation letters, disbursement authorizations, contracts and other documents. Considers exchange rate required for posting dollar amounts related to local currency transactions. Prepares and posts upward and downward adjustments, as necessary, to accommodate exchange rate fluctuations. Verifies that all transactions posted to the system are in conformance with the Foreign Assistance Framework, ensuring that correct program areas and program elements are used. Also, ensures that all transactions conform to agency guidance, Mission policy and procedures, and most importantly, applicable government regulations including the Standardized Regulations, applicable sections of the Foreign Affairs Manual and Foreign Affairs Handbooks, and Federal Travel Regulations. Ensures the timely and accurate preparation of all project accounting reports and ensures that all reporting requirements are met.

Performs the reconciliation between the Mission’s reported disbursements and those recorded by US Disbursing Offices and the US Treasury. Investigates the reconciling of items to resolve all discrepancies. Takes corrective action to resolve reconciling items in conjunction with the Supervisory Accountant. Prepares SF-1081s to transfer funds between appropriations including journal vouchers to correct double postings or to correct other payments erroneously reported. Prepare SF-224 to reflect all disbursement transactions processed by the accounting station for the particular month. Prepares the SF-6653 reconciliation to verify that Mission’s disbursements as reflected in the USDO reconciliation (1221) and the SF-224 with Treasury were prepared correctly. Receives and records inter-Agency charges (Interagency Payments and Collections, [IPACs]) from other US Government agencies. Issues IPACs and supporting documents to other agencies. Reviews and records General Receipts (collections) received from the Embassy Cashier in the financial system.

Coordinates with the Regional Contracting Officer and EXO Procurement Office on contract close-outs, including the Mission and USAID/Washington-funded contracts where RFMS is the paying office, by reviewing the expenditures in Phoenix records, and reconciling these with USAID/W records. In case of discrepancies, further reviews the records, takes the necessary corrective action, and advises USAID/W and the Mission Management accordingly.

Provides accounting and financial analysis services for the Ambassadors Self-Help and Democracy and Human Rights Fund activities of the US Embassy Nairobi and regional client missions. Performs periodic analysis of both institutional and personnel advances and bill of collection and initiate recovery action. Reviews and analyzes local guard program charges from the Embassy.

2. **Budgeting and ICASS Analysis (30%):**

a.

Budgeting

Develops (Formulate) and monitors budget information for both regular and DLI operating expense, Office of Foreign Disaster Assistance (OFDA), Food for Peace (FFP) and program administrative support operations. This includes capturing and analyzing budgetary information that is necessary for submission of the Mission's annual reporting (OE and Program Administrative budgets, workforce planning, special operations and account reporting) and implementation of the annual Program Administrative Support Cost Budget (workforce allocation, special requirements, etc.). Obtains, compiles, and summarizes narrative information and quantitative data for use by others within the Office; analyses and verifies the costs of line items in the budget and enters the costs in standard forms and schedules; and extracts budget and program data from computer printouts of accounting records, forms, and reports for use by co-workers. Formulates, justifies, presents, and executes the Agency's budget for its information technology program.

Coordinates with the EXO and Program Development Offices to ensure accurate and timely posting of both OE and Program budget allowances in the Phoenix financial system. Tracks and monitors the OE and Program budgets once the Operating Year Budget is approved and ensures allowances are not exceeded. Conducts periodic budget reviews with Mission representatives, alerting them of any control weaknesses and suggests remedial measures. Performs reviews, analyze and develop detailed pipeline analysis of USPSC and LES contracts and formulate financial plans for each contract as required by technical and support offices Activity Managers.

Assists the COR/AOR in preparing contract/grant budgets for new activities, as well as revised budgets for modifying current activities.

Monitors and controls funds usage to ensure the budget is not exceeded. Periodically performs analysis of past expenditure rates, current and projected pipelines, future burn rates to ensure that adequate funding is always maintained and accurate accruals are prepared.

ICASS Analysis

Performs the review of ICASS cost sharing budgets and analyzes the Kenya Complex bills for accuracy. Generates USAID Kenya Complex ICASS Budget using ICASS software and compares it with Embassy ICASS costs. Generate USAID ICASS workload count. Collates and coordinate completion and approval of detailed USAID ICASS subscription of services agreements for the 11 USAID ICASS agencies and submission of the signed subscription agreement forms to the Embassy for the upcoming fiscal year. Compiles USAID Mission static workload counts for the various cost centers including Basic Package, Health Services Local Guard Program (SLGP), Community Liaison Office (CLO), Security Services, Non-Residential Building Operations, Locally Engaged Staff Services, PABX etc. Conducts detailed review and analysis of USAID cumulative workload counts provided by the Embassy to verify accuracy, completeness and appropriate charging to the various USAID ICASS agencies.

Reviews, analyzes, and reconciles overall USAID workload counts for the 25 cost centers for each of the 11 USAID ICASS "Agencies" ensuring that they are accurate, reasonable and correctly charged to the right USAID codes. Forward the counts to the EXO for administrative approval. Submits the approved counts to the service provider for ICASS invoicing. Performs detailed review of ICASS cost sharing budgets and analyzes the Kenya Complex initial and final bills for accuracy. Reviews and analyzes client missions' subscription of services agreements, workload counts and both initial and final ICASS invoices sent by their respective embassies. Submits the service subscription agreement forms, workload counts, and bills to the EXO for approval and communicates to Mission Management the findings of the review. Analyzes and reconciles USAID/Nairobi's periodic ICASS IPAC tranches charges from Washington and ensures that sufficient funds are obligated to cover these charges.

Collates, reviews, analyzes and transmits to the Embassy the data used in the issuance of partial year and temporary duty (TDY) invoices for the various USAID ICASS agencies. Reviews, verifies, and reconciles the partial year and TDY invoices before approval by the EXO. Provides USAID ICASS codes to the various ICASS service providers for allocation of costs to the appropriate USAID mission agencies. Responds and acts on all ICASS queries and data-calls from USAID/W and client missions.

3. **Reporting (15%):**
Prepares timely periodic accounting reports such as detailed quarterly and summarized pipeline reports, expiring funds report; OE budget status reports; develops expected burn rates for the upcoming six-month period, and discusses corrective action leading to more timely expenditure of program funds.

Develops internal ad hoc reports with graphical presentation of the financial data to illustrate how efficient programs/sectors are managed. Consults with various technical offices to discuss the program/sector reporting needs. Analyzes the information required, designs, and generates tailored financial reports from the official accounting data.

Collates and coordinates compilation, analysis and submission of periodic accounting reports including those filed through the USAID Financial Data Collection Systems. These include reporting on Property, Plant and Equipment; Operating Leases; Expendable Property; Payroll-related accruals (Unfunded Annual Leave for PSCs, FSN Separation Pay); and FSN Severance Liability Trust Fund; Government of Kenya (GOK) expenditure and Loan Management reports; Prepares monthly and quarterly cash reconciliation reports, including, but not limited to, the SF224/SF 6653/6655, suspense ageing and SF-6653 as required by USAID/W and US Treasury. Prepare partners' expenditure report; Mission Invoice (MI) reports, E-2 reports, Advance outstanding reports, and any ad-hoc reports.

4. **Local Capacity Building (10%):**
Prepares and designs training materials on different accounting topics for presentation to SO offices, Mission Management, and new accountants. Conducts periodic briefings for Mission Management, CORs/AORs, and implementing partners on changes to USAID financial management guidelines. Participates in resolving grantee/contractor financial reporting problems by performing field trips to monitor performance and project/program implementation. Conducts, in conjunction with Financial Analysts, pre- and post-award surveys and financial reviews of prospective and existing grantees to determine the adequacy of their accounting systems and internal controls, their financial status and their financial

capability to implement grants.

Prepares and designs training materials on different accounting topics for presentation to SO offices, Mission Management, and Controller Office employees. Participates in strengthening partners systems especially the accounting systems both within Kenya and in the East and Central Africa region. Works with the Local Capacity Development (LCD) teams in USAID/East Africa and client missions in capacity development programs for local NGOs by training NGOs in financial management. Performs TDYs in conjunction with the LCD team to client missions to participate in the work of the LCD Team on such visits. Performs training to local NGOs and client mission staff geared towards strengthening their accounting systems.

5. **Any Other Duties as Assigned (5%):**
In coordination with the Supervisory Accountant, documents policies and procedures governing the project accounting function of the RFMS Office. Considers areas of possible enhancement of project accounting operations and recommends improvements in efficiency and internal control. Reviews certain vouchers to ensure cash and credit card charges are posted to the correct funding documents. Also, helps to calculate and verify the allowances and entitlements for local and offshore USPSC employees. Serves as backup to the other Project or OE Accountant performing the duties of those positions in the absence of one of the incumbents. Occasionally serves as the backup to the Supervisory Accountant during his/her absence. In this capacity, he/she will be called upon to supervise the accountants and the voucher examiners. Performs other miscellaneous duties as assigned by the Controller, Deputy Controller, and/or Supervisory Accountant.

REQUIRED QUALIFICATIONS:

Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

a. **Education**: A bachelor's degree in accounting, finance, business administration and a CPA (K) is required.

b. **Prior Work Experience (40%)**: A minimum of five years of professional experience in accounting and budgeting is required. Experience within the US Government, a donor agency and/or private sector experience with an international firm is highly desirable.

c. **Post Entry Training**: Specialized training courses in USAID accounting, USAID financial analysis, data processing and USAID contracting is desirable. On-the-job-training in USAID accounting policies and procedures, financing methods, cash management procedures, and PHOENIX financial systems operations (procedures, requirements and conventions) and report generation required.

d. **Language Proficiency**: Fluent (Level IV) reading and speaking of English language is required.

e. **Job Knowledge (30%)**: A thorough knowledge of professional accounting principles, theory, practices, and terminology with regard to accounting is required. A thorough knowledge of laws, regulations, and procedures associated with US Government financial management is also required. Must understand USG organization and operations and be

familiar with USG accounting policies and processes.

f. **Skills and Abilities (30%):** A high level of analytical and decision-making abilities and sound judgment is required. Must be able to develop analyze operating budgets. Must have strong interpersonal skills and maintain effective working relationships with USG staff as well as other personnel. Working knowledge of Word, Excel and PHOENIX is required.

POSITION ELEMENTS

a. **Supervision Received**: The incumbent reports to the Supervisory Accountant, an FSN PSC, who assigns work primarily in terms of desired objectives, with occasional limited specific guidance on constraints and limitations imposed by Agency policy statements, laws and regulations. Occasionally receives assignments directly from the Mission Controller or Deputy Controller, particularly pertaining to special assignments and analytical exercises. Supervisors are available for consultation on an as-needed basis. Work is evaluated based primarily on accomplishments and compliance with procedures and other guidance. Accuracy is assumed.

b. **Supervision Exercised**: This is a non-supervisory position.

c. **Available Guidelines**: USAID Chief Finance Officer (CFO) Bulletins; the USAID Automated Directives System, Controller Operating Procedures; USAID policies; Department of State Standardized Regulations and Foreign Affairs Handbook and Manuals; Office of management and Budget (OMB) Circulars; Treasury Manuals; Federal and USAID procurement regulations; PHOENIX User Guide and GAO and Comptroller General's Decisions.

d. **Exercise of Judgment**: The highest level of judgment is required in the interpretation and application of appropriate regulations to a wide variety of situations. The incumbent must also be aware of the types of situations and problems which they must refer to their supervisor.

e. **Authority to Make Commitments**: The incumbent cannot commit the Mission to a course of action unless previously directed by policy. If empowered under specific delegation of authority, employee may clear documents leading to commitments of USAID funds. While having no direct authority to commit USAID funds, the employee’s analysis, determinations and recommendations are relied on heavily by the authorized officials in making the commitments/obligations.

f. **Nature, Level and Purpose of Contacts**: Contacts include the Executive Office staff, other RFMS personnel, technical office team leaders, procurement officials, Embassy and Consulate staff, and personnel of other Offices in the Mission and USAID/W staff to ascertain status of events being accounted for and to initiate action to correct records and reports if necessary. These contacts necessary in order to provide or obtain budget and other financial information, explain procedures, and resolve problems.

g. **Time Required to Perform Full Range of Duties after entry into the Position:** One year.

NOTE:

Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.

HOW TO APPLY:

Follow these two steps:

Step 1: Fill out the job application questionnaire at **www.myjobsinkenya.com/usaid.** Complete the questionnaire to the end. Once this is done, go to Step 2.

Step 2: Send a memo explaining your qualifications for the position, your up-to-date resume/curriculum vitae, copies of all relevant academic certificates, and your most recent Performance Evaluation Report (PER) to **nairobihr@usaid.gov**. **Scan and send all your attachments as one document. The Notice No. (on the top left-hand side of the vacancy announcement) and the title of the position MUST be included in your e-mail subject line.**

USAID/HR will NOT accept any hard copy applications.

Incomplete application packages will not be considered.

The closing date for receipt of applications is COB January 11, 2013.

Cleared: **RFMS : _____**

EXO : _____

EXO: _____