

UNCLASSIFIED

VACANCY ANNOUNCEMENT

USAID/CAIRO

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| Number: 03 | Subject: VACANCY (Egyptians) | Date: January 21, 2013 |
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Position Title: Voucher Examiner
Position Number: 54-22
Duration: One year with option to renew
Organization: USAID/FM
Salary Potential: FSN-07
Application Deadline: 02/07/2012
Salary Range for a Fully Qualified Candidate: LE 64,281 Gross Per Annum
This is the Gross Annual Salary before deducting Taxes

BASIC FUNCTION OF POSITION

Examines a full range of vouchers, including for preponderant portion of the time, the most routine administrative type vouchers with exposure to some difficult and complex invoices for payment of goods and services relating to USAID technical project-type. The incumbent serves as one of fourteen voucher examiners in the Accounts Payable unit for USAID/Egypt, OMEP, RIG/Cairo and its client missions (Iraq, Pakistan, Sudan, Lebanon, Morocco, Yemen, Paris, and Rome). The combined OYBs for which payments are made consists of \$1 Billion of program funds and \$35 million in operating expense funds, composed of both appropriated dollars and local currency trust funds. Approximately 14,000 vouchers are examined and processed each year, valued at more than \$600 million, and are made through four different disbursing offices (Treasury, two USDOs & 2 local banks). The incumbent requested to perform duties related to payroll review and transmission for FSNs and USDHs, as well as payroll preparation and processing for USPSCs.

The incumbent uses the most complex module under Phoenix which includes 20 document types and 100 transactions types, covering the wide variety of vouchers processed. While recording payment ensures that proper budget plan code, document numbers, correct agent codes, country codes, currency codes, USDO symbols and other required information is used.

As a member of the USAID/Egypt/FM office, which plays a role in agency-wide FM improvement activities, the incumbent also participates in and organization of internal and international conferences for Chief Accountants and Controllers and hosting regional Phoenix Training courses, provides on the job training for TDY'ers from other missions, and may also be required to travel to other client missions to provide support and position back-up.

MAJOR DUTIES AND RESPONSIBILITIES

1. Voucher Processing (75%)

Review, analyze and process Operating Expense invoices and exposure to some difficult and complex invoices and/or claims for payment. Review and process a full range of complex administrative claims, including a substantial number of international travel vouchers (i.e., TDY, R&R, Home Leave, Reassignment, etc.) and other entitlement payments. Claims to be reviewed include a variety of payment provisions such as fixed price, cost reimbursement and variable cost contracts, and require judgment in adapting USAID procedures to Egyptian business customs and laws. This review and analysis includes:

- (a) Determine that the obligation contains appropriate authorizations, administrative approval and certification, and is supported by proper documentary evidence showing that a valid, binding agreement in writing has been executed, recorded, and is on file;
- (b) Ensure that the request for payment is in accordance with the provisions, terms, and conditions of the obligating document;
- (c) Verify that funds are available and coordinating any funding shortfalls with financial or budget analyst.
- (d) Ensure that established controls to prevent improper or duplicate payment are in place and effectively working;
- (e) Ensure proper application of Prompt Payment Act by processing vouchers within the proper time frame;
- (f) Determine that disbursements applicable to claims comply with appropriate U.S. and host country laws and regulations;
- (g) Communicate with contractors, vendors, and employees both orally and in writing to provide guidance, to interpret the agency's voucher auditing requirements, and/or to request additional information regarding proposed payments;
- (h) Ensure that outstanding advances or amounts in excess of authorized allowances are recovered.

2. Reconcile and Review (10%)

Maintain and periodically reconcile USAID disbursement records with recipient organizations' records. Verify accuracy of expenditure reports submitted by traveler for reimbursement or to liquidate advances. Check cash status reports before processing request for additional advances.

3. FSN, USDH and USPSC Payroll (10%)

Prepare and process the FSN, USDH and USPSC payroll including submission to Bangkok, USAID/W, Treasury and the IRS.

4. Reporting (5%)

Prepares Phoenix Viewer Reports and other reports, related to payment trends and history, as may be needed, to provide the required information to USAID/W, other FM members, other mission offices, as well as other

client missions at different levels. In addition, the incumbent produces regular monthly, quarterly, and annual reports, such as data call, and W2s (IRS), etc.

REQUIRED/DESIRED QUALIFICATIONS:

- a. **Education:** Completion of secondary school is required. University degree in accounting, commerce, business administration, or similar fields is desirable.
- b. **Experience:** One to three years of progressively responsible experience in voucher examining, accounting, and related fiscal work is required. One year of USAID experience is desirable. Private sector accounts payable experience is desirable. Prior Phoenix financial system experience is desirable.
- c. **Language:** Level IV (Fluent) proficiency in spoken and written English is required.
- d. **Knowledge:** General knowledge of office procedures and practices, and USAID/Egypt's program. General knowledge of financial or accounting standards. Familiarity with database financial systems, imaging software applications, MS Word, Excel Access and other software applications.
- e. **Abilities And Skills:** Ability to work under pressure to manage a complex portfolio and complex financial system (Phoenix) module and to prioritize workflow which is measurable compared to available time. Advanced numeric and analytical skills to complete, on own initiative, complex computations and analyses in order to recommend and support approvals and suggest suspending/disallowing of unallowable claims.. Advanced interpersonal skills to deal with internal and external customers and communication skills to explain, clearly and convincingly, Capability to logically and consistently apply detailed regulations, procedures, and contract conditions to the voucher examination process. High degree of accuracy in English typing is required to record vouchers into Phoenix and to respond to vendors' inquiries.

POSITION ELEMENTS:

- a. **Supervision Received:** The incumbent works under the general supervision of the Accounts Payable team leader who provides assignments, set overall objectives, and review completed work, on a spot check basis, for conformance to procedures and for accuracy and technical adequacy. For most assignments incumbent independently plans, organizes, and carries out the work and resolves all and the most difficult and sensitive problems which arise.
- b. **Exercise of Judgment:** Guidelines are often not directly applicable to the cases in hand and as a result, the incumbent's work is subject to considerable interpretation. Considerable independence and the exercise of sound judgment are required to determine allowable costs and to recommend payments for certification by the U.S. Certifying Officer.
- c. **Authority to make Commitments:** The incumbent has no direct authority to commit the U.S. Government to the expenditure of funds. However, the incumbent is expected to provide sound

advice to contractors and host government employees in order to enable them to properly complete claims.

- d. **Nature, Level and Purpose of Contacts:** Maintains daily contact with superiors and peers in the office of Financial Management and has substantial contact with USAID Project Officers, host government counterpart and higher level employees, and a variety of contractors and grantees personnel for the purpose of exchanging information and for providing a rationale for disallowances and partial payments.
- e. **Available Guidelines:** The USAID Automated Directives System, FM handbooks and guidance documents, and GAAP and GAAS.
- f. **Supervision Exercised:** No continuing supervisory responsibility. Incumbent may act for the AP team lead in her/his absence, assist in and review the work of Voucher Examiners who are in training.

SELECTION CRITERIA:

| CATEGORY | SCORING PERCENTAGE |
|---------------------------------|--------------------|
| Education/academic requirement* | 10% |
| Experience* | 30% |
| Language Proficiency* | 10% |
| Knowledge* | 30% |
| Skills & Abilities* | 20% |
| TOTAL | 100% |

* As per details reflected under Qualifications above.

RECRUITMENT PROCEDURES AND GUIDELINES:

Applications or Resumes must include the month, year and company name of employment for all experience or the experience cannot be considered.

Candidates must provide in the application or in their CVs names of family members working in the Mission.

Qualified candidates who are interested in this vacancy should apply by submitting an **up-to-date CV with a cover letter detailing how they are qualified for the position as part of the application,** quoting the position number, to USAID Human Resources Office, by no later than COB of the application deadline noted above. Applications can be submitted via e-mail to usaidhr@usaid.gov, inter-office mail, or by fax to 25160388 (submissions made in any other way will be disregarded). The CV and attachments must not in all cases exceed five pages. The USAID HR Office will disregard any submissions exceeding five pages and/or those received after the deadline.

Mission employees are not eligible to apply for a vacant position during their three month probationary period. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of applications, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your application once your application has been acknowledged. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

If a selected applicant does not meet all the qualifications listed in the position description, s/he will be normally appointed to an appropriate trainee grade level, below the position grade.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

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Priority will be given to qualified FSNs who have been involuntarily RIF'ed.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap or gender.

**Samia Joseph
USAID/Human Resources Officer**