VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID) is seeking applications from qualified individuals for the position of **Voucher Examiner** for its Mission in Liberia.

VACANCY #: FSN VA-669-16-000001
OPEN TO: ALL INTERESTED CANDIDATES
Current employees serving a probationary period with the Mission are not eligible to apply.

POSITION TITLE: **Voucher Examiner**
OPENIING DATE: **June 27, 2016**
CLOSING DATE: **July 11, 2016**
WORK HOURS: Full-time: 40 hours/week
EVALUATION FACTORS: Evaluation will be based on a 100-point Scale:

- Experience (30 Points),
- Skills and Abilities (25 Points),
- Job Knowledge (20 Points),
- Oral and Written Communication (15) and
- Education (10 Points).

SALARY: **FSN-07:** Ranging from USD 15,217 to USD 22,822.00 p.a. depending on full performance standards.
LOCATION: U.S. Embassy, Monrovia, Liberia
PERIOD OF PERFORMANCE: Initial two years with possibility of extension depending on need, performance, and availability of funding. This is considered a permanent position.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

STATEMENT OF DUTIES:

Basic Function of the Position:

The position is located in the Office of Financial Management (OFM) within USAID/Liberia. He/she serves as one of two Voucher Examiners for the Mission's examination of complex project vouchers submitted by contractors and grantees, as well as Operating Expense, international and local travel vouchers.

Major Duties and Responsibilities:

Project Voucher examination

1. Examines and audits payment claims including request for advances and advance liquidations for project and program-funded payments. Ensures that claims are in accordance with contract provisions, verifies budget line items and ensures that payments comply with applicable U.S government laws and provisions.
2. Examines project advances to determine that funds are adequate but not in excess of 30 days cash needs. Monitor and take appropriate follow-up on outstanding project and travel advances.
3. Reconciles contractor/grantee expenditure reports to Phoenix by comparing Phoenix balances for total expenditures, and open advances against the cumulative expenditures as reported by grantee or contractor. Determines through the Phoenix system that funds are obligated and committed, and are available for payment of claim. Ensures that obligations, authorizations, certifications and other documents are on file before making payments.
4. Communicates with the Financial Analysts and technical team staff to discuss payment decisions which differ from Phoenix records and implementing partner claims. Process payment documents in Phoenix and forwards to the Certifying Officer for approval and final certification. Corresponds with implementing partners and vendors both orally and in writing to interpret the Agency's voucher auditing requirements, and/or request additional information regarding proposed payments, interpretation of financial terms and conditions of contracts, etc.

Travel Vouchers

1. Reviews and processes travel claims and vouchers for domestic and international travel for correctness and verification that they conform to the travel authorizations and regulations regarding routings, per diem, and use of proper commercial providers. Prepares worksheets giving detailed explanation of claims and disallowances citing pertinent regulations.

2. Calculates travel advances as needed and orders the appropriate payment. Determines if advance has been issued and computes amount due back to traveler or U.S. Government. Advises traveler and processes collection actions. Reviews travel advances and vouchers in the E2 Travel System authorization/approval process. Verifies funds available and inserts accounting and appropriation data at the Level 2 approval for travel advances and travel expenses vouchers. For travel advances and expense vouchers submitted, review the vouchers and confirm expenses are authorized for payment.

Backup for Payroll Supervisor/OE Voucher Examiner and Monitor outstanding advances

Monitors status of outstanding advances, and follows up with recipients /employees to ensure that receipts are timely submitted to the cashier to liquidate advances. Processes all cancelled checks, institutes tracing of checks/payments as needed and coordinates resolution of payment issues with Treasury/USDO and local banks. Prepares Cancelled Check Journal (SF-1098), ensures that status of voucher is updated in Phoenix. Computes USDH and USPSC benefits and allowances, including COLA, post transfer allowances, Education allowances, separate maintenance allowances, etc.

Other

Provides coverage in the absence of others in the Payments Section, which involves review and examination of project vouchers and/or complex OE claims, ensuring the payment requests comply with all applicable provisions. Acts as liaison with U.S. Embassy cashier, oversees issues related to billing, fund cites, agency personnel bills, etc. Other projects and tasks related to voucher examination as assigned by the Supervisor.

Required Qualifications/ Evaluation Factors:

Prior Work Experience (30 points): Three to five years of prior experience in voucher examination or other core area of financial management is required. Experience should have provided an emphasis in financial analysis and judgment. Previous experience in private sector accounting, auditing or financial management is desirable.

Skills and Abilities (25 points): Must be tactful, have good judgment, attention to detail, strong organizational skills. Able to work independently and to maintain positive working relationships with OFM, and other Mission employees and outside parties. Able to understand requirements of applicable regulations as they apply to complex voucher examination. Must have demonstrable analytical and decision-making skills and excellent organizational and prioritizing skills. Must be able to explain clearly reasons for disallowance, collections, etc. Computer literacy is required - must be proficient in using Microsoft Office software (Word, Excel, etc.)

Job Knowledge (20 points): Familiarity with accounting principles and concepts, relevant USG law, Treasury, State, USAID, OMB, GAO policies, procedures and regulations pertaining to payments; applicable sections of the Foreign Affairs Manual, Standardized Regulations, FAR/AIDAR provisions, FAH, Federal Travel Regulations and USAID's Automated Directives System (ADS).

Oral and Written Communication (15 points): Good working knowledge of written and spoken English language (Level 4) is required. Must be able to explain financial management terms, concepts and issues clearly (both orally and written) with minimal errors.

Education: A University degree in Accounting, Finance, Business Administration or Management is required.

Post Entry Training: On-the-job training" in USAID organization and procedures, financial management operations, regulations, and requirements to be provided. To include training in USAID's financial management system, voucher tracking, employee time and attendance reporting system, and automated travel system (E2). State Dept. and/or AID/W training courses on U.S. govt. payment processing; USAID Voucher Examination course will provide formal classroom training.

Additional Selection Criteria:

Management will consider potential nepotism/conflict of interest, budget, and visa status when reviewing candidates.

Selection Process:

After initial screening of applications, qualified applicants will be contacted for a test and interview. Only short-listed applicants will be contacted.

How to Apply:

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position. Candidates should address each of the required qualifications/ evaluation factors in their narrative.
2. Resume or CV.
3. Names and contact details of three references that can attest for your professional qualifications and/or work experience.
4. Documentation (e.g. copied of certificates, awards, degrees) that address the minimum requirements of the position.

SUBMIT APPLICATION TO:
The Voucher Examiner Position
USAID/Liberia, C/O American Embassy
Service Entrance, Gibson Street, Mamba Point, Monrovia
Or by E-mail to: Sbrowne@usaid.gov / amangou@usaid.gov