USAID | AFGHANISTAN
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United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of **Voucher Examiner** in the Office of Financial Management (OFM).

JOB SUMMARY: The incumbent reviews and processes a wide variety of vouchers related to long-term USAID technical project-funded activities. The incumbent reports directly to the Supervisory Voucher Examiner and indirectly to the Chief Accountant; processes for payment a full range of the most difficult and complex invoices. This includes requests for payment of goods and services, including Operating Expense (OE) and project-funded vouchers, with a number of payees and making disbursements that are complicated by multiple appropriations; acts as compliance agent in assuring that established controls to prevent improper or duplicate payments in compliance with the Prompt Pay Act. The processing of vouchers for payment requires an understanding and application of complex United States Government rules and regulations which are contained in USAID's Automated Directives System (ADS), Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Travel Regulations (FTR), and Treasury Department regulations. The incumbent reviews, analyzes and otherwise processes vouchers and other claims for payment involving long-term technical projects, and grants; processes project advances in accordance with USAID Cash Management policy and ensures that the grantees receive the advances within the projected timeline so as not to paralyze the activity implementation; processes and schedules payments thru the automated Accounts Payable system; examines and processes transportation vouchers that are received from moving and storage companies, travel agents, and airlines; prepares less complex administrative type vouchers for vendors; processes both domestic and international travel reimbursement vouchers that contain most types of US Government including home leave, medical travel with or without attendant, post assignment travel, etc; receives Cashier transmittals and petty cash documents, and enters these disbursements into the accounting system, Phoenix; contacts contractors, grantees, vendors, and employees both in writing and orally to provide guidance, to interpret the Agency's voucher auditing requirements, and/or to request additional information regarding requested payments; reprocesses cancelled payments after ensuring that the necessary changes have been made.

Performs other duties required in order to maintain official operations of the office, to cross train colleagues and any other functions as deemed necessary by the Supervisory Voucher Examiner, Chief Accountant and the Deputy Controller.

QUALIFICATIONS

Education: Completion of High School is required. Possession of some university education in a relevant field is desirable.

Experience: Three to four years of progressively responsible experience in voucher examining, accounting, administration or related work involved in financial estimation, payment process or budgeting is required.

Knowledge: Knowledge of Financial Management and Accounting Systems required. Ability to read, comprehends, and logically apply complicated regulations, directives and procedures relating to the voucher examination process is essential. Excellent interpersonal skills and ability to explain regulations to the customers is essential.

Ability and Skills: Ability to analyze and apply all regulations, directives and procedures relating to the USAID voucher examination process.

Language: Level IV (fluent) in English as well as in Dari and/or Pashtu is required.

HOW TO APPLY

Applicants are required to submit an application package on the attached Employment Application Form along **with a cover letter of interest, which clearly describes individual's qualifications for this position--and their CV** to USAID by e-mail to: AfUSAIDJobs@state.gov Subject line must be: (FM1279) or your application may not considered. The required application forms can also be downloaded from the two following websites:

1. USAID/Afghanistan: http://afghanistan.usaid.gov
2. Download part of ACBAR website: http://www.acbar.org

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID's operations are required**.** The successful applicant must be able to obtain and retain the required USAID medical and security clearances. **Applicants who do not provide the required documents stated above and below shall not be considered. Closing date for submission of applications is June 11, 2012** (1630 hrs)**.** Please note that only short listed candidates will be contacted for an interview.

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. DS-174 form (to be filled out completely)
4. Updated references (3 referees contact info)

Note:

- ∅ Only Short-listed candidates will be notified.
- ∅ This vacancy is only open to Afghan Nationals.
- ∅ No in-person appointments or telephone calls will be entertained.
- ∅ **Women are particularly encouraged to apply.**

COMPENSATION PACKAGE

This position is classified at the FSN-08. However, selected candidates may be hired at career level, initially at the FSN 06/07 grade level due to requisite experience that need to be completed for selected candidates to reach the Voucher Examiner full performance level. Starting salary will be determined on the basis of qualifications, work experience and/or previous salary history. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH
GENDERS ARE URGED TO APPLY