



USAID | AFGHANISTAN

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Title: Voucher Examiner
Open: February 21, 2013
Closing: March 6, 2013 (COB)
VA #: USAID/306/13/24/OFM
Position Grade: FSN-8

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

BASIC FUNCTION OF THE POSITION:

For the majority of time, the incumbent reviews and otherwise processes a wide variety of vouchers related to long-term USAID technical project-funded activities. The incumbent may also process vouchers and other claims for payment related to Operating Expense (OE) and other administrative funds. Reports directly to the Supervisory Voucher Examiner and indirectly to the Chief Accountant.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Processes for payment a full range of the most difficult and complex invoices:

This includes requests for payment of goods and services, including 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 and compliance with the Prompt Pay Act are effectively working.

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.

Reviews, analyzes and otherwise processes vouchers and other claims for payment involving long-term technical projects, and grants. The review and analysis are to assure that vouchers and claims are proper and contain the appropriate authorizations and certification that are supported by valid documentary evidence showing that payment and disbursement are authorized that requests for payments are in accordance with contractual payment provisions and/or other written agreements and that disbursements applicable to the claim comply with US and host country laws and regulations. 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.

2. Transportation vouchers examination and process:

Examines and processes transportation vouchers that are received from moving and storage companies, travel agents, and airlines.

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. Determines if a travel advance was issued and computes the amount due to traveler or the US Government. Receives Cashier transmittals and petty cash documents, and enters these disbursements into the accounting system, Phoenix. Reprocesses cancelled payments after ensuring that the necessary changes have been made.

3. TCNPSC/USPSC payroll, FSNPSC payroll, or USDH payroll:

Responsible for being the primary contact for one of the three payroll systems, namely TCNPSC/USPSC payroll, FSNPSC payroll, or USDH payroll. S/he will serve as the primary alternate to one of the systems as well. The incumbent will be the primary contact to one of the systems listed below and an alternate to one of the other systems:

- (1) TCNPSC and USPSC biweekly payroll. This includes accounting for health insurance premiums, pension plan contributions, and federal tax payments to the Internal Revenue Service.
- (2) FSNPSC payroll that is processed by Bangkok Financial Services Center. Requires comprehensive knowledge of the Local Compensation Plan and the Locally Employed Staff Handbook to ensure that time is reported correctly. Transmits all additional payments (e.g. medical reimbursements and awards) and deductions (e.g. bills for personal phone calls) to be applied to the net salary amount. Main liaison with local USDO bank.
- (3) USDH time and attendance system, webTA. Ensures that OT and different differentials (i.e. danger pay, post differential, Sunday differential) are reported correctly. Prepares all memos outside of webTA for TDY staff and tenured USDH staff for the special differential.

4. Technical Guidance:

- (1) 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.
- (2) Prepares less complex administrative type SF1034 vouchers for vendors.
- (3) 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 Accountant, Supervisory Voucher Examiner, and the Deputy Controller.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: Completion of college education or technical study in accounting or auditing is required. **(20 points)**

Experience: A minimum of three years of progressively responsible experience in voucher examining, accounting and related fiscal work is required. Two years minimum of voucher examination work at a U.S. government agency is preferred. **(20 points)**

Language: Level IV (fluent) in English and Dari or Pashtu is required. **(20 points)**

Knowledge, Abilities and Skills: A thorough knowledge of applicable sections of USAID Financial Management and Accounting Systems and Automated Directive Systems (ADS) on Grants, Loans, Commodities, and Country Contracting. Ability to read, comprehend, and logically apply complicated regulations, directives and procedures relating to the USAID voucher examination process. **(40 points)**

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 CVs to USAID by e-mail to: AfUSAIDJobs@state.gov
Subject line must be: (FM1324).

Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is March 6, 2013 (COB).

Please note that only short-listed candidates will be contacted for an interview.

The required application forms can also be downloaded from the following websites:

1. USAID/Afghanistan: <http://afghanistan.usaid.gov>
2. Karyabee website: <http://www.karyabee.com>
3. Acbar website: <http://www.acbar.org>

REQUIRED DOCUMENTS

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/CV
3. DS-174 Form (to be filled out completely)
4. A minimum of three (3) up-to-date references

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is only open to Afghan Nationals.
- Ø Applications submission without the required USAID Employment Forms and supporting documents will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Women are particularly encouraged to apply.**

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