



Position: Accounting Specialist (Office of Program Policy and Management) – FSN-10

Position No. 312772100109

Work Hours: 40 Hours (Full-Time)

1. BASIC FUNCTION OF POSITION

The Office of Program, Policy & Management (OPPM) is the core “support office” within the Jamaica Mission and provides a combination of program development, management, and financial support, with backstopping from the Dominican Republic. OPPM is also the Mission’s principle liaison with the host country’s Ministry of Finance and Planning on all bilateral agreements, amendments, and implementation letters.

In order to ensure a continuity of operations, the Mission will have one (1) full time Accounting Specialist to be responsible for the management of Operating Expenses (OE, both budgeting and accounting) while also providing support and assistance to the Program Budget Specialist (FSN-10) and the Financial Analyst (FSN-10). The incumbent must understand and be comfortable operating within both USAID’s budgeting and accounting parameters, and work closely on annual requests and reports, as appropriate. S/he will be required to work closely with counterparts within OPPM as well as the Dominican Republic’s Regional Controller Office, and the US Embassy, Kingston. The incumbent’s responsibilities will be cross-cutting and will support both budgeting and accounting for Program and Operating Expense funds.

2. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Accounting Duties: 60%

The incumbent must ensure the accuracy of the computerized accounting database through periodic reviews. S/he will perform funds control and availability functions. Additionally, the incumbent will verify accuracy of financial data and appropriateness of documentation present to support accounting entries and to support fulfillment of conditions precedent to disbursement, while reviewing and taking appropriate action regarding accounts receivable.

1. Mission Operating Expenses (OE)

For the first year of this position, the incumbent will be in a training mode to take on all Mission Operating Expense Budget activities. After completion of one year, s/he will be expected to be able to fully execute all items under this component:

Formulate the annual Operating Expense Budget, in collaboration with the Front Office, Mission Technical Specialists, and Supervisory Program Officer based on prior years cost information, current actual expenditures, and planned actions. Analyze and prepare reports on the operational budgets for prior periods, the current fiscal year, and future periods and actively participate in budget review meetings. Provide Mission Management with clear, accurate and timely analysis; prepare, review and submit the quarterly updates of the operational budgets to USAID/W and Mission Management; and complete the OE budgetary requirements for the annual budget submission. Justify budget estimates, monitor and control the current year expenses against budgeted amounts. Notify the Controller in a timely manner of any budget funding constraints

and identify other funding options. Perform periodic updates of current year OE budget based on actual expenditures and/or revised estimates.

2. Other Accounts

- Maintain, control, and reconcile the Non-Expendable Property (NXP) ledgers with the records of Accountable Property Officer (APO).
- Submit NXP balances to the Controller's office on a quarterly basis.

3. ICASS

- Prepare annual Workload Count for the Agency (both program and OE-funded) and submit it to the Embassy Budget & Fiscal Office in a timely manner.
- Receive and review initial and final invoices, present them for signature by the Mission Director and return them to the Embassy within the specified time frame.
- Apportion ICASS invoice with an annual value of approximately US\$937,000 between Program/OE.

4. Support to Technical Activities

The incumbent will provide support and technical guidance on USAID procedures and accounting control requirements to technical teams, implementing partners and host government officials. S/he will assist in developing related budgets for project assistance and review advance requests and liquidation vouchers. Other accounting and financial analysis responsibilities may include: project financial analyses; preparing financial accounting, reporting and budget control policies and documentation; supporting technical staff's review of implementing agencies' work plans and procedures manuals.

- Performs the quarterly project accounting analyses and participates in the development of accrual estimates. Identifies and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels.
- Participates in the semi-annual portfolio review sessions and other technical activities as appropriate, providing financial input as needed.

5. Section 1311 Reviews

Performs continuous and specific Section 1311 Reviews, including supporting the annual Section 1311 Review of all OE/Program Accounts for the Mission on a quarterly basis. Research, support and document recommended actions for all unliquidated obligations from

prior and current years' accounts. Review the impact of the merged account legislation, the Advance Ledger and any outstanding Bills of Collection. Develop and record quarterly accrued expenditures in consultation with Mission Management. Ensure that the working papers for Section 1311 Reviews and supporting documents for adjustments are filed in an organized manner and accessible for review by the financial accounting personnel.

B. Funding Activities- 20%

The incumbent will be expected to be the primary individual responsible for OE fund budgeting. S/he will need to be comfortable planning for the needs of the Mission over multiple years and be able to utilize historical information and data to project future needs. In addition, s/he will provide the back-up support on Program Budget Analysis and Planning. Both roles require a comfort level with the Agency's budget cycle and processes. Specific activities may include:

- Review and clear a wide variety of Program/OE funded documents in a timely manner.
- Review the adequacy and accuracy of the requests for funding against approved budgets, assign the appropriate fiscal data with standard obligation numbers, function/object class codes and reservation control numbers.
- Review Purchase Orders (POs), Contracts, Travel Authorizations for local and international travel, Miscellaneous Obligor Documents (MODs), SF-1190 for Allowances, representational allowances, routine memos, etc. to ensure that terms and costs are in conformity with the approved budget and in compliance with Agency and U.S. Treasury Standard Regulations.
- Liaise with the Controller Office in DR in the preparation of documents for recurring obligations such as rents, utilities, salaries and allowances, maintenance contracts, etc. for approval by the Controller and/or the Executive Officer, as appropriate, for input into PHOENIX.
- Review and contribute to the Mission's operational plan (including budget tables) and Congressional Budget Justification.

- Assist in managing the Mission's budget systems; including the annual report budget request database, field support database, and area emphasis coding database.
- Support the submission of the Mission's resource request and prepare other relevant documents as needed (which may include: pipeline analysis, mortgage analysis, out-year projections, annual obligation plan, and alternative budget scenarios).

C. Support Program Budget Specialist – 20%

The incumbent will also be expected to support the Mission's Program Budget Specialist. S/he will need to understand the program budget and the Agency's budget cycle and processes. The incumbent will assist with the preparation of budget documentation including:

- Performance Plan and Report submissions,
- Congressional Budget Justification submission.

D. Other Duties as assigned or required

3. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A minimum of a Bachelor's degree in Accounting, Finance, Business Administration, or any other relevant field is required.
- b. Prior Work Experience: The incumbent is required to have at least four years of progressively responsible experience in professional accounting, auditing, or other financial management activity.
- c. Post Entry Training: Over the course of an accountant's time with USAID it is expected that s/he will take USAID sponsored training in financial management, appropriations law, USAID Accounting, etc. Experience in using spreadsheets, word processing and other software application is essential.
- d. Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Strong written and oral proficiency in English is required. Level IV.

- e. **Job Knowledge:** A thorough knowledge and understanding of professional accounting principles, theories, practices and terminology is required. An in-depth working knowledge of general accounting, budgeting, reporting, and prevailing customs and accounting practices and/or local laws is required.
- f. **Skills and Abilities:** The employee must have strong writing skills and must be able to collect and present facts and recommendations in a clear, concise manner – both verbally and in writing – to accounting and non-accounting individuals. Incumbent must be extremely proficient in the design and use of spreadsheets (Microsoft Excel) and in the use of word processing software. The employee must be innovative and have the ability to exercise independent judgment where financial and/or accounting matters are concerned. The incumbent must be able to analyze accounting processes and identify practices and procedures that require correction or modification, must be able to formulate recommendations for maintaining specialized segments of accounting systems in a high state of efficiency, and must possess the ability to perform as an effective member of a team.

4. POSITION ELEMENTS

- a. **Supervision Received:** The employee reports to the Office Director, OPPM, in Jamaica, and coordinates directly with the Controller in Santo Domingo for OE budget and other related matters. The Supervisor will set work objectives and prepare/conduct the annual performance evaluation. The employee will be expected to perform the full range of duties with only general guidance from the Supervisor. The employee will use his/her discretion in prioritizing duties and responsibilities to ensure deadlines are met.
- b. **Supervision Exercised:** This is a non-Supervisory position.
- c. **Available Guidelines:** USAID Handbooks, the Automated Directive System (ADS), 3 FAM, Controller's Guides, Standardized Regulations, Generally Accepted Accounting Principles (GAAP) and other guidance documents are available for reference. The employee is expected to use the guidance supplied to determine actions to be taken.
- d. **Exercise of Judgment:** By relying on the above guidance, the employee must exercise sound judgment in recording financial transactions and resolving financial problems. The incumbent must use professional judgment in determining the correct accounting treatment of a variety of transactions affecting budgets, obligations, expenditures.
- e. **Authority to Make Commitments:** Although the employee will, in the course of his/her duties, determine the availability of funds for budgets and expenditures, he/she will have no independent authority to make resource commitments on behalf of the Office of the Controller, USAID/Jamaica, or the U.S. Government.
- f. **Nature, Level, and Purpose of Contacts:** The employee will be expected to establish and maintain solid working relationships with personnel at all levels within the Mission, the Regional Center in Santo Domingo and the Embassy – assisting and answering queries on operating expenses, program funds and payment and budgeting-related matters. Outside contacts could include the U.S. Disbursing Officers, representatives of local banks, as well as representatives of the Government of Jamaica and the Ministry of Finance.
- g. **Time Expected to Reach Full Performance Level:** One Year.