

**INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
Uganda	USAID	800075
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces

Position No.: \_\_\_\_\_ Title: \_\_\_\_\_ Series: \_\_\_\_\_ Grade: \_\_\_\_\_

b. New Position

c. Other (explain): Update

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	<b>Financial Management Assistant</b>	FINAL Grade HCTM/OHCI		
b. Other:				
c. Proposed by Initiating Office:	<b>Financial Management Assistant</b>	FSN-7		

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b>
	Vacant
<b>8. OFFICE/SECTION:</b> Office of Financial Management	a. First Subdivision:
b. Second Subdivision:	c. Third Subdivision:

**APPROVALS AND SIGNATURES SECTION**

<p><b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.</p>	<p><b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.</p>
Typed Name and Signature of EMPLOYEE          Date	Typed Name and Signature of SUPERVISOR          Date
<p><b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b></p>	<p><b>12.</b> I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p>
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD          Date	Typed Name and Signature of Executive Officer          Date

### 13. BASIC FUNCTION OF POSITION

The incumbent has overall responsibility for the close-out of USAID/Uganda's program-funded expired awards, reconciles implementing partners' records to USAID's accounting system records, and coordinates with Agreement/Contracting Officer's Representatives (AOR/CORs), Office of Acquisition and Assistance and USAID/Washington's Office of the Chief Financial Officer (CFO) to complete all close-out actions. He/she reviews Limited Scope Agreements (LSGA), Development Objective Agreements (DOAGs), Modified Acquisition and Assistance Request Documents (MAARDs), contract, grants, awards and other obligating documents for accuracy and records accounting strip codes on them into the Phoenix accounting system. In addition, he/she provides technical guidance and/or training to host country and Implementing Partners' staff on USAID accounting and financial reporting requirements to ensure compliance with USAID financial management policies and procedures. The financial management assistant reports to the Chief Accountant in the Office of Financial Management (OFM).

### 14. MAJOR DUTIES AND RESPONSIBILITIES

#### % OF TIME

1. As OFM's close-out manager, the incumbent oversees the close out procedures of all USAID/Uganda's program-funded expired awards. He/she reconciles implementing partners' records to USAID's accounting system records, proactively follows up with OFM staff, Agreement/Contracting Officer's Representatives (AOR/CORs), and Office of Acquisition and Assistance to identify, implement and reevaluate the status of agreed upon close-out actions in order to facilitate the close-out process. In addition, the incumbent coordinates with the Letter of Credit team in USAID/Washington's Office of the Chief Financial Officer (CFO) to obtain Notification of Final Voucher forms, as appropriate. **30%**

2. As administrator of the MAPPR tool, performs continuous mapping of all program data in MAPPR to the Phoenix Accounting System; and leads the quarterly MAPPR validation exercise by preparing quarterly reconciliations between MAPPR pipeline reports and Microsoft Excel pipeline reports.

Performs 1221 reconciliation with USDO and Treasury, and works closely with the Phoenix Coordinator on utilizing the eCART system. Reviews and analyzes the 1221 reconciliation report on a monthly basis. Works closely with State/FMC, AID/W FM, FSC/Charleston, and BFC/Kansas to resolve un-reconciled items (both current and outstanding) and initiate necessary action for its final closure. In conjunction with the Phoenix Coordinator, reports outstanding 1221 items to the Chief Accountant. Prepares IPAC and reconciliation of transactions issued by Treasury Department's Financial Center in Kansas City. Reconciles FSN PSC payroll transactions and works with the Payroll Center (currently Lima) to resolve outstanding items. **25%**

3. Reviews Limited Scope Agreements (LSGA), Development Objective Agreements (DOAGs), Modified Acquisition and Assistance Request Documents (MAARDs), contract, grants, awards and other obligating documents for accuracy and records accounting strip codes on them into the Phoenix accounting system. Makes commitments and obligations of program funds, including but not limited to, the following: purchase orders (through the Ariba procurement system); travel requests and travel authorizations (through the E2 travel system); personal services contracts; leases; grants and cooperative agreements (incumbent will have a reviewer role in the Agency's requisition system GLAAS). As required, prepares the following: journal vouchers; increases or decreases to existing obligations; corrections to obligations; and transfers of disbursements between appropriations. Performs on continuing basis a de-obligation review of un-liquidated obligations; prepares journal vouchers to de-obligate funds as required. **20%**

4. Performs end of the quarter and end of month procedures such as 1311 reviews, accruals, pipeline review, and reconciliation of old items on the USDO 1221 reports. Performs continuous review of program obligations and commitments to ensure validity of un-liquidated balances and assuring adequate documentation as required by law. Monitors and tracks the various obligations and expenditures funded against the various program funded Miscellaneous Obligations (MO). Updates the excel worksheets for the various MOs in order to keep the records current and to track obligations and disbursements for obligating documents closeouts. Develop closeout procedures for end of quarter 1311 (de-obligation) Review exercises, ensuring obligations are valid, and de-obligate the un-needed un-liquidated balances for OE and program funded obligation documents, e.g. purchase orders, TAs and contracts. **10%**

5. Provides technical guidance and or training to host country, grantee and institutional contractors' financial staff on USAID accounting and financial reporting requirements, and interprets USG fiscal regulations as necessary to ensure adherence with USAID fiscal management policies and procedures. Monitors contract execution and reports on contract status, problem and needed amendments. Participates in the development, installation, modification and implementation

of any new and revised procedures and practices which impact the Mission project accounting system. **15%**

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

### a. Education:

A university degree in accounting, finance, or business administration is required. A professional certification, (e.g. CPA or ACCA) is desired but not required.

### b. Prior Work Experience:

A minimum of three years of progressively responsible experience in accounting, budgeting, financial analysis or auditing is required.

### c. Post Entry Training:

Familiarization training in USAID specific procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective etc. will be provided. Formal training to maintain professional capability in the accounting field and other courses offered for professional USAID staff will be provided as appropriate and courses seminars conference and other activities in fields related to the function and needed to maintain and update professional qualifications, will be provided as they become available, subject to the availability of funds.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

### d. Language Proficiency *(List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr:*

Level IV (fluent) English language proficiency, speaking and writing is required.

### e. Job Knowledge:

A thorough knowledge and understanding of professional accounting principles, theories, practices and a thorough knowledge of laws, regulations, and procedures governing USAID financial management is required. Must understand USAID's organization and operational standards and be familiar with USAID project policies and processes. The incumbent should have a knowledge and understanding of the different branches of the GOU in order to enhance effective communication and to develop consensus on financial management of programs/projects.

### f. Skills and Abilities:

The incumbent must be able to analyze accounting processes and identify practices and procedures that require correction or modification. The incumbent must be able to efficiently formulate recommendations for maintaining specialized segments of accounting systems. The incumbent must have excellent verbal communication skills, tact and diplomacy in order to establish and develop sustainable working relations and a high level of trust with mid-level GOU officials when dealing with Value added Tax. Excellent mathematical and writing skills are required in order to prepare regular and often ad hoc reports including data calls from USAID/Washington. The ability to work effectively in a team environment and to achieve consensus of fiscal policy and accounting practices is necessary. The work requires extremely good understanding of excel and other computer skills in order to manage the accounting system.

Facility Access required.

## 16. POSITION ELEMENTS

### a. Supervision Received:

Works under the general supervision of the Chief Accountant and follows direction from the Financial Analysts on occasion. Assignments are made orally and in writing. Assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The incumbent provides a review of the assignment, the goals and objectives to be achieved and the results expected. The incumbent should seek advice and assistance as required.

b. **Supervision Exercised:** None.

c. **Available Guidelines:**

ADS, Controller Guide Book, Foreign Assistance Legislation, USAID Management Financial Bulletins. Mission Orders, FAM, FAH and general accepted accounting principles. The incumbent should be familiar with the Mission Strategy and program implementation. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.

d. **Exercise of Judgment:**

Independent judgment is required for executing financial accounting documents. Judgment is required in order to make decisions, based on careful analysis of facts and variables against possible funding streams

e. **Authority to Make Commitments:** None.

f. **Nature, Level, and Purpose of Contacts:**

The incumbent has a full range of contacts including but not limited to frequent contacts with Mission personnel; grantees, contractors and vendors; and official of agencies implementing USAID projects. The incumbent will communicate directly with officials from the GOU on VAT issues. Within the Embassy, contacts are with counterpart staffs and with senior staff as needed.

g. **Time Expected to Reach Full Performance Level:**

52 weeks; 40 hours/5 days per week.

h. **Minimum commitment required:**

Due to the significant training and onboarding required to fully perform in this position, the incumbent is expected to commit to at least two years.