



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
Announcing open position for FSN-430-09

Accountant

USAID Office of Financial Management (FMO)

OPENING DATE: 04/09/2010

CLOSING DATE: 04/30/2010

WORK HOURS: Full-time; 40 hours/week

Basic Functions of Position:

This position is located in the Office of Financial Management (OFM), USAID/Iraq. The primary purpose of this position is to serve as an accountant with responsibility for providing project and operating expense (OE) accounting and related fiscal support to the Mission. Maintains and periodically reviews, reconciles and balances both OE and technical program accounting records for grant and unilateral projects for USAID/Iraq. Prepares necessary periodic reports based on these records. Provides fund cites for Modified Acquisition and Assistance Documents (MAARD). Commits and obligates funds, reconciles accounts and provides information to Mission management. Performs SF-1221 reconciliations each month with US Government authorized Disbursing Offices. Closes out purchase orders and de-obligates remaining funds.

Position Grade and location:

Full performance grade level for this position is: FSN-09. A training grade level of FSN-08 and/or FSN-07, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience. Position is located in Baghdad.

Required Qualifications:

a. Education: A Bachelor's degree from an accredited University, preferably in accounting and finance or business related discipline.

b. Prior Work Experience: Three to five years of progressively responsible experience in accounting, accounts maintenance, bookkeeping and general business management or closely related accounting technical work with international organizations or U.S. grantee/contractor is preferred.

c. Post Entry Training: Specialized training courses in USG accounting, USAID financial practices and data processing desirable if not already knowledgeable; OJT in USAID accounting policies and procedures, financing methods, cash management procedures, and Phoenix operations (procedures, requirements and conventions) and report generation required.

U.S. Agency for International Development
USAID Executive Office / Human Resources
Baghdad, Iraq
APO AE 09316 Office Tel: 202-216-6276 ext. 1298 (U.S. number)

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d. Language Proficiency: Level IV (fluent) English and equivalent in Arabic is required.

e. Knowledge: Thorough knowledge and understanding of basic accounting principles and theories is required. Must have knowledge of appropriation and allotment accounting procedures used in maintaining, reconciling, balancing and closing complex accounts in USAID activities; knowledge of automated system and the mechanized fiscal account code structure.

f. Skills and Abilities: Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to record, reconcile and balance accounts; and to relate the purpose and objectives of their costs and fiscal requirements. Ability to utilize data processing techniques (MS Office applications; spreadsheets, Internet) is also required.

To Apply for This Solicitation No. 10-004

Please follow all these instructions carefully:

- 1) Please indicate the title of the position you are applying for in the subject line of your email;
- 2) Please indicate the solicitation number in your application;
- 3) A current resume or curriculum vitae providing a daytime telephone number;
- 4) Copies of any relevant supporting documentation (e.g., essays, certificates, awards and copies of degrees earned). These documents must address and be relevant to the minimum requirements of the position as listed above;
- 5) At least three references providing their telephone numbers (and email address if possible);
- 6) A separate page that addresses each selection criterion/qualification detailed above with specific information supporting each item, (i.e., education, experience, etc., and how you meet these requirements);
- 7) *Do not attach original documents to your application as they will not be returned.*

Candidates who do not follow these instructions will not be short listed for the position.

Please send email or hand-deliver your application by April 30, 2010

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov
www.usaid.gov/iraq/employment.html

Only short listed candidates will be contacted after the selection has been made.

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