



The United States Peace Corps program in the Philippines seeks qualified candidates for the following position:

Administrative Assistant - Finance

[Code: AA-F)

TYPE OF CONTRACT: Personal Services Contract (PSC)
Contract is for 1 year & renewable, subject to funding availability.

BASIC FUNCTION OF POSITION

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Under the Supervision of the Financial Analyst (FA), the Administrative Assistant – Finance (AA-F) will work as a key part to an administrative and finance team, supporting the management and operations of the US Peace Corps mission in the Philippines. The AA-F is responsible for bookkeeping and accounting procedures related to maintaining, reconciling and closing accounts in US government activities, including obligation, disbursements, data entry and operations of integrated computerized accounting system (i.e. ForPost). This position requires advanced capability and knowledge in Peace Corps accounting policies and procedures, and reporting systems (e.g. OdyWeb) that require extensive supporting schedules and analyses. The AA-F coordinates with each department on events' budget formulation, implementation, monitoring and control. The AA-F maintains awareness and review documents for accuracy and accountability to Peace Corps procurement and travel requirements, and cashiering and vouchering compliance. The AA-F will serve as an Alternate Cashier. The AA-F provides assistance to Peace Corps Volunteers on financial related matters.

MAJOR DUTIES AND RESPONSIBILITIES

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1. Accounting (50%)

- a. Records Purchase Orders (obligation) and Purchase Requests (commitments), and ensures accurate amount and correct fiscal coding entered into PC accounting system, reviews completeness and accurate documents to support the transaction before recording in ForPost.
- b. Ensures unauthorized commitment will not be processed in PC accounting system
- c. Prepares and reviews Cashier and Non-Cashier vouchers in a timely manner, and ensures accurate amount and only valid payment will be processed -- all related documents are available to support disbursement of funds.
- d. Ensures compliance on procurement regulation to support obligation and vouchering requirements.
- e. Prepares Bill of Collection in a timely manner and ensures complete and accurate documents to support collections.
- f. Requests and coordinates setting up new vendors in the system in a timely manner, monitor and make a follow-up on the progress as needed.
- g. Responds in timely manner to vendor's inquiries about Electronic Fund Transfer (EFT) payment status, EFT payment reconciliation, and EFT notifications to vendors
- h. Ensures availability of funds to cover Interim/Cash Advance
- i. Coordinates with staff on the quarterly travel projections as basis for preparing in-country travel authorizations. Periodically reviews balances and updates Travel Authorization (TA) and obligations if needed.
- j. Responds in a timely manner on all Peace Corps Headquarters (HQ) inquiries regarding Vouchers and other issues related to vouchering.
- k. Reviews and coordinates with other units the travel allowances of volunteers and prepares volunteers travel allowances if needed; reviews and coordinates counterparts travel for events; prepares travel authorizations, obligations and liquidation of PCVs Travel Allowances, staff travel liquidation before AC clears advances/enter liquidation in ForPost.

- l. Oversees and coordinates with Admin Clerk (AC) in reviewing of TAs computations for staff and volunteers international travel for accuracy before AC enters amounts in ForPost.
- m. Perform other duties or activities as required.

2. Financial Analysis (30%)

- a. Ensures determination of availability of funds prior to making obligation
- b. Leads periodic reviews of open obligations (monthly and quarterly) and performs thorough and comprehensive review of open obligation prior to fiscal year end closing.
- c. Conducts continuous evaluation on the sufficiency of obligation balances, to include but not limited to staff travel, airfare, lodging, volunteer allowances and the quarterly block obligations.
- d. Prepares various schedules and analyses to assist the Financial Analyst in the preparation of Mid-Year Review and Annual Operating Plan
- e. Closely monitors spending level against approved budget across all purpose codes.
- f. Closely coordinates with Training Assistant or event coordinator on financial requirements in relation to requesting Purchase Order, Vouchers and cash requirements.
- g. Coordinates with other department and provide budget and expenses status reports on quarterly basis including monitoring of expenses.
- h. Performs reviews and prepares/assists in audits, or other designated inquiries and reviews.
- i. Perform other duties or activities as required.

3. Volunteer Support and Other Administrative Support (20%)

- a. Processes Volunteer Living Allowance & Reimbursements through Peace Corps' VICA system, and cash payments. This includes reviewing and preparing obligations, and attending to queries from volunteers.
- b. Handles Volunteer inquiries and concerns related to Volunteer In-Country Allowance (VICA).
- c. Processes returns of living allowances of PCVs going on Early Termination (ET), Interrupted Service (IS) or early Close of Service (COS) via Bill of Collection (BOC) on ForPost.
- d. Conducts presentations and training sessions on Administrative and Finance topics as requested by FA.
- e. Assists Financial Analyst on surveys tabulation and analysis includes but not limited to PCV allowances and staff per diem allowances.
- f. Responsibly manages, and ensures safekeeping, of records electronic and hard copies. Meets Peace Corps Record Management policies and procedures.
- g. Serves as Alternate Cashier and back-up of Principal Cashier.
- h. Serves as back-up of FA in assisting the DMO in financial functions, Administrative Clerk and AA-HR for PSC government contributions payment preparation and posting and HRMS data entry for non-recurring transactions (deductions, adjustments and overtime).
- i. Actively participates in trainings and continued education. Attends all mandatory trainings.
- j. Perform other duties or activities as required.

Inherently Governmental Function (IGF)

May be designated as Alternate Cashier after consultation with CFO/GAP, with approval from FSC Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. (See MS 760 and OFMH 13)

May be designated as Receiving Officer assigned by the Country Director and approved by the Regional Director. Responsibilities as a receiving officer include accurate review of goods or services, their accompanying invoices, and the purchase order/contract to ensure that the specifications, quality, amounts, price, timeliness, etc. of the goods are consistent with the terms and conditions of the contract/purchase order after successful completion of the requisite training to perform receiving duties. (See MS 511, the **Personal Property Management Handbook and OFMH 19**)

PC-P TEAM & PCV SUPPORT

a. Every PSC is an important member of the Peace Corps Philippines Team who commits to embrace and demonstrate the values of the PC-P's organizational culture of resilience, reliability, positive thinking, adaptability, and passion.

b. Every PSC is an important member of the Peace Corps Philippines Team who commits to identify, create and implement opportunities which further the agency priorities of Inclusivity, Innovation and Improvement.

c. Every PSC is an important member of the Peace Corps Philippines Team who commits to rigorously provide excellent Volunteer support.

Additional Role/Responsibilities relating to PC MS 648 (Child Protection Policy):

PC staff should have an in-depth understanding of (i) PC's Child Protection Policy and that of PC-P's Child Protection Policy; (ii) Child Protection Code of Conduct and Behavioral Expectations; (iii) Requirements for Collecting Resources Involving Children; (iv) Consent Form for Use of Photos of Children.

SAFETY & SECURITY per SSI 110, dated May 2016:

Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and Country Director (CD). Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

TRAVEL OUTSIDE OF COUNTRY (TDY)

“The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps’ as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.”

Other:

- To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334.
- Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

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Education: Bachelor’s Degree in Accounting, Business Studies, Administration, or Management.

Advanced Education: Master’s Degree in related field, or CPA is an advantage

Prior Work Experience: At least three years of experience in accounting, finance, financial management, and administrative operations, with a Bachelor’s Degree in a related field (Accounting, Business Studies, Administration, or Management); or, one year of experience in a position, as specified, and a CPA or Master’s in related education field. Prior relevant work experience with US Government agencies, or the Peace Corps, an advantage.

Job Knowledge: Working knowledge of appropriation and allotment, bookkeeping and accounting procedures related to maintaining, reconciling and closing accounts activities, including appropriation funding, allotments, obligation and disbursements; accounting procedures and operations of integrated computerized accounting system, reporting systems that may require extensive supporting schedules and analyses; and of computerized accounting procedures where keyboard data entry is required. Awareness of procurement requirements in compliance with vouchering requirements. Sound knowledge in US Government Financial Policies and Procedures and or with Peace Corps is an advantage.

Skills and Abilities:

Analytical/Accounting: Ability to analyze the interrelationship of accounts that are affected by varied transactions and documents, accounting codes, and account structures, and that involve detailed procedures for setting up and liquidating obligations. Ability to analyze accounts maintenance transactions sufficiently to be able to detect errors and avoid unauthorized commitment/obligations.

Communication: Ability to communicate (oral & written) in English and Tagalog, across multiple levels of contacts. Ability to both give and receive feedback, to work independently and as a part of a team. Ability to organize, multi-task and deliver quality and timely output.

Computer and data processing: Working proficiency in **Microsoft Word** (at a minimum should know how to create documents, formatting options, generate forms/templates, add graphics), **MS Excel** (can use formulas in worksheets and complex calculations, structure and present data, understanding of excel features like tables, cell styles and formatting options) and **PowerPoint** (can prepare presentations with simple designs, add and format text, and create charts) are required. Basic knowledge in Outlook and other MS Office applications. Proficiency in **Accounting software** or application, preferred. Proficiency in **formatting PDF** as templates or forms an advantage.

Driving: Driving skills and possess a valid Philippines Driver's License preferred.

Language Proficiency: Fluency in speaking and writing in English and Filipino language is required.

Level of Effort: Performs duties during a 40 hour workweek at a set schedule. Events may require occasional work in the evenings and on weekends and holidays.

PERFORMANCE EXPECTATION:

Probationary Period: First 180 Days (six months)

Full Performance Level: Within one year

SALARY AND BENEFITS

- Salary and benefits based on US Embassy Local Compensation Plan
- Bonus of 17.33% of annual basic salary
- Medical/Hospital benefits patterned after the US Embassy benefits program

PROCEDURES FOR APPLICATION

Applicants must email the three documents listed below to PH-vacancy@peacecorps.gov, with the code AA-F on the subject box for application to be considered:

1) Application letter:

Candidates' application letters must describe how their qualifications meet the position criteria.

The letter should also demonstrate the applicant's written communication skills in English, which shall be further tested via a skills exam prepared for the shortlisted candidates.

2) Comprehensive Resume or CV:

Education, Qualifications, Employment history with company name, position, major responsibilities and accomplishments listed in the Resume/CV must all be verifiable. Please include *three character references* in your CV, with one being a former supervisor. Kindly provide their complete names, company & position, and email addresses.

CV/Resume would best be in PDF file, not more than 10MB, in letter size paper. ID picture is not required in the CV.

3) NBI Clearance

Scanned copy of available NBI clearance is requested to be submitted as part of the application papers.

Deadline for application: Sept 15, 2019

In the event that no candidate is selected for the position, application will remain open until position is filled.

Note: We will only contact applicants who are being considered. No need to follow-up. Thank you for your understanding.

EQUAL EMPLOYMENT OPPORTUNITY

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.