



Vacancy Announcement USAID FN No. 09-013

Position Title:	Pay Liaison Clerk
Full Level of Performance:	FSN PSC - 7
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Office of Financial Management (OFM) Tegucigalpa - Honduras
Closing Date:	November 19, 2009
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

The incumbent serves as the Payroll Liaison as well as the Administrative Assistant to the Controller and to the Deputy Controller/Supervisor Financial Analyst and Chief Accountant as needed. Major responsibilities include the processing of the U.S. Direct Hire, U.S. Personal Services Contractors, and Locally Employed Staff payroll for the Mission, and also to perform a wide range of secretarial and senior administrative support duties. The incumbent is also responsible for providing guidance to all Mission personnel and Timekeepers in the appropriate payroll and time and attendance regulations and procedures.

MAJOR DUTIES AND RESPONSIBILITIES:

- 1. Master Timekeeper and Payroll Liaison for U.S. Direct Hire (USDH), U.S. Personal Services Contractor (USPSC), and Locally Employed (LES) staff (60%)**
 - FSN PAYROLL: Duties include the timely and accurate processing of time and attendance in WINTA 3.02, the official Department of State payroll system for Locally Employed Staff (LES) processed through the Charleston Financial Center (CFC). Provides continuous work guidance to Timekeepers, and follows-up on the timely reporting of time and attendance in compliance with applicable rules and guidelines. Audits payroll against electronically generated Timekeeper reports for supervisor's approval, and all back-up documentation, including leave slips. Provides back-up documentation to the CFC on changes and adjustments including contracting amendments, salary increases, allotments of pay, and terminations. Responds to LES salary and time and attendance inquiries. Audits and reconciles annual leave, payments, and withholding amounts. Maintains employee's payroll and time and attendance files. Checks compliance of all actions with Local Compensation plan.
 - USPSC PAYROLL: Coordinates with El Salvador on the processing of payroll for the Mission's USPSCs. Receives time and attendance from office timekeepers, responding to concerns and requests for assistance. Reviews time and attendance reports for supervisor's approval and supporting documentation, including approved leave slips. Prepares a spreadsheet on time and attendance, and scans time and attendance documentation, for forwarding to El Salvador. Also forwards all contracts and contract amendments, and maintains individual employee's payroll and time and attendance files at post. Main contact with El Salvador on payroll issues, including step increases, annual leave accruals, tax withholding, awards, adjustments and Electronic Fund Transfer (EFT) of payments. Also responsible for calculating home leave balances.

- USDH PAYROLL: Responsible for the timely and accurate preparation, coordination and transmission of time and attendance for the Mission's USDH employees. Duties include training the Mission's Timekeepers in the use of WebTA, the official web based system for USHDH time and attendance reporting, and ensuring that Time and Attendance is prepared pursuant to guidelines and applicable rules, and is approved and submitted in a timely manner. Provide continuous support and assistance in the use of the system. Follows-up on the timely reporting of time and attendance by Mission Timekeepers. Direct contact with Washington Payroll Office on adjustments, inquires concerns and the correction of errors. Audits payroll to provide information to Washington on errors, including post differential, annual leave, sick leave and home leave. Maintains files for employees on payroll issues. Researches and responds to employee payroll, benefits, and entitlement inquiries. Notifies Washington on post arrivals and departures, including arrangements for new Timekeepers. Confirms home leave and other leave balances as requested.
- Assists in producing the required payroll reports for Washington for LES and USPSC staff payroll as required, including leave reports, civil service retirement reports, overtime reports and work year reports.
- As requested, provides training to Mission staff and specifically to office timekeepers on payroll and time and attendance regulations and procedures.

2. Administrative/Clerical support to the Controller, Deputy Controller/Supervisory Financial Analyst and Chief Accountant (40%)

- Manages the Office of Financial Management (OFM) correspondence control system, tracking and following up with OFM staff to ensure timely responses and actions, and that deadlines are met. Personally follows-up on behalf of the Controller with office personnel to whom actions are assigned. Receives and controls incoming communications. Ensures the correct distribution of mail to OFM personnel. Receives and screens mail for the Controller. Assembles background information for correspondence and, as requested, other pending actions by retrieving pertinent documentation from the files and records of OFM and from the C&R Office. Reviews all outgoing mail for proper address, routing, typographical errors, arithmetical and grammatical errors and attachments, prior to forwarding to C&R for distribution, delivery or mailing.
- Types and prepares a variety of correspondence, including documents in Spanish and English. Ensures all documents are in proper form, and consistent with standard requirements, free from typographical mistakes and grammatical errors. Edits and updates reports as necessary. Performs research as requested. Work includes cables, letters, memoranda, and tabular, statistical and financial reports.
- Organizes and maintains the filing system for the Controller, Deputy Controller/Supervisor Financial Analyst and the Chief Accountant. Following USAID guidance, maintains filing system and prepares old records and documents for offsite storage, and ultimate destruction or forwarding to Washington archives. Ensures coding of filed and archived documents meets standards for easy identification, including separation and identification of subject and working files. Maintains a system for OFM Notices. Disseminates OFM, Mission, and Agency guidance and the distribution of policies and procedures. Maintains and updates OFM organizational chart. Responsible for assembling, updating and reporting Annual Leave Plan for the OFM.
- Provides administrative and clerical support to the Controller, Deputy Controller/Supervisory Financial Analyst, and Chief Accountant by administering their agendas, scheduling and arranging meetings and appointments, reserving meeting rooms, and receiving visitors. Arranges meetings with internal Mission staff, government officials, and partners. Arranges travel including reservations, ticketing, hotels, vehicle requests and other transportation for the above mentioned staff, TDYer's and visitors to post, including the preparation of country clearance cables. Takes the lead on logistical arrangements for a variety of meetings, conferences and trainings sponsored by OFM.
- Receives paid invoices (those including sales taxes) and prepares the tax reimbursement forms to be submitted to the Dirección Ejecutiva de Ingresos (DEI) and follows up on the status of the reimbursement requests. Liaison with DEI on reimbursement and tax issues.
- Receives information from Financial Analysts and Contracting Officer's Technical Representative (COTR) on the Value-Added Tax (VAT) forms, prepares and submits annual VAT report to the Embassy.
- Serves as back up to the Office Secretary in the log-in and log-out of vouchers and data entry of vouchers into Phoenix. Maintains and controls office supplies, and serves as time keeper for the OFM staff. Performs other duties as assigned by the Controller and/or his/her designee.

MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)

EDUCATION: Completion of secondary school in accounting and/or specialized secretarial and word processing, spreadsheet, and presentation software training, including office management and business communications. University studies in accounting, business administration or related field are highly desirable.

EXPERIENCE: Three (3) to five (5) years of progressively more responsible payroll, accounting, and secretarial and office management experience is required.

LANGUAGE: A good working knowledge of both written and spoken English is required. At this level the applicant should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff members and the general public. Fluent level in Spanish is also required.

KNOWLEDGE: A thorough knowledge in the administration of payroll, time and attendance, and administrative office procedures including operating procedures, filing requirements, correspondence formats, and protocol is required.

SKILLS AND

ABILITIES: Excellent computer skills, including word processing, spreadsheet and presentation software. Strong interpersonal skills. Tact, diplomacy and discretion are required in order to handle information related to payroll and time and attendance. Ability to provide training to other Mission staff on time keeping requirements, procedures and software. Must have a high facility in manipulating numbers where minor calculations are involved. Good typing skills and ability to use various office machines. Good communication skills, both oral and written. Must be well organized and have the ability to work under pressure to meet deadlines.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications.

Qualified applicants should submit their Application for Employment (OF-612) *or* résumé to USAID/Honduras **no later than Thursday, November 19, 2009**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: lalmendarez@usaid.gov; or by fax to: 236-7776, Att.: Ligia Almendares. Please ensure the application makes reference to the Position Title mentioned in this announcement. The Application Form (OF-612) and additional information can be found in the following websites: <http://www.usaid.gov/hn/employment.html> or <http://honduras.usembassy.gov/vacancies.html>.

Mike de la Rosa
Executive Officer