



Global Health Program Cycle Improvement Project (GH Pro) Position Description

Title: Associate Finance and Administration Officer

Reports to: Sr. Finance & Administration Manager

Works with: GH Pro staff, Corporate Accounting, and External Vendors

Project Scope of Work:

The Global Health Program Cycle Improvement Project (GH Pro) provides the U.S. Agency for International Development (USAID) Bureau for Global Health, Regional Bureaus, and Missions with ready access to high-quality, external technical expertise to design, support, and evaluate programs contributing to the achievement of U.S. Government (USG) Global Health Initiative (GHI) targets. The contract, the Global Health Program Cycle Improvement Project is comprised of five components 1. Program and project evaluation; 2. Technical assistance; 3. GH program and research management; 4. Mission support; and 5. Logistical support for meetings/conferences. This activity spans all Foreign Assistance Health Area objectives as well as crosscutting health issues such as gender, health systems strengthening, and science and technology.

Responsibilities:

The Associate Finance & Administration Officer assists the GH Pro project and Sr. Finance and Administration Manager. The Associate F&A Officer will assist with performing the first level accounting oversight at project level to ensure accuracy and compliance with USAID rules and regulations for all expenses and consultant fee payment requests and will communicate with consultants and vendors for regarding adjustments and revisions as needed. As a member of the GH Pro finance team, s/he will participate in project discussions and planning as appropriate, and will also assist with other financial, contractual and administrative support functions of the unit, major duties include the following:

- Add new vendors to the Vendor Master File in Deltek GCS
- Review consultant and vendor invoices for coding, compliance and accurate calculations making sure the transaction is fully supported and audit ready. Follow up with consultants and program management staff as needed
- Enter consultant invoice, vendor invoices, travel advances, and expense reports A/P vouchers in Deltek GCS and submit to the applicable accounting department(s) to process payment.
- Reconcile travel summary and project credit card statements monthly



- Scan all payment requests and vendor invoices as well as file in applicable assignment folders following GH Pro filing structure. As well as maintain filing for subcontractor supporting documentation
- Send invoice, travel expense, or advance notifications to consultants and vendors
- Point of contact for payment confirmations from Accounting ensuring they are forwarded to consultants and saved for record keeping
- Performs other related duties assigned by Sr. Finance & Administration Manager.

Qualifications:

- Bachelor Degree in Accounting, Finance, or related field required
- Minimum of 1-3 years accounting or finance experience; USAID funded or donor funded project experience strongly preferred
- Experience working with foreign currency transactions and the ability to analyze a large volume of invoices and travel expenses
- Able to thrive in a fast-paced working environment with shifting priorities
- Demonstrated ability to perform first line accounting oversight at the project level for compliance with Federal Acquisition Regulations; knowledge of GAAP and FAR/USAIDAR strongly preferred
- Well-organized, attentive to details, able to handle multiple tasks simultaneously, prioritize, and meet deadlines
- Experience with a computerized accounting system. Deltek experience preferred
- Intermediate level of proficiency in Microsoft Excel and Microsoft Word
- Strong administrative and business writing and communication skills
- Ability to work independently and in teams; take initiative, and follow through on outstanding issues
- Ability to learn new skills & adapt to rapidly changing environments and priorities
- Pro-active in anticipating work requirements and problem solving.
- Ability to provide audit trails of work done
- Permanent authorization to work in the US required.

Application:

Please apply through the Dexis career page at: <https://careers-dexisonline.icims.com/jobs/1077/associate-finance-%26-administration-officer-%28gh-pro%29/job> or

DevEx.com at: <https://www.devex.com/jobs/associate-finance-administration-officer-gh-pro-473367?q=https%3A%2F%2Fwww.devex.com%2Fjobs%2Fsearch%3Fsorting%255Bfield%255D%3D%26sorting%255Border%255D%3D%26page%3D1%26keywords%255B%255D%3Dgh%2520pro>



Note: Dexis will not relocate employee to Washington, DC.