



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy to Luxembourg

Announcement Number: Luxembourg-2019-10r

Position Title: Accountant

Opening Period: Open until filled

Series/Grade: LE-0415/7
FS-0402/7

Salary: LE: EUR 4,308 – 6,764 gross/month
FS: USD 36,218 - USD 63,191 gross/per annum. Actual FS salary determined by Washington D.C.

For More Info: JAS Human Resources Office, Tri-Missions, Brussels

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: LE: This is a replacement contract with a maximum duration of two years. The contract automatically ends after two years or when permanent employee returns to work, whichever comes first.
FS: Definite Not to Exceed 5 years. (FMA)
Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Luxembourg is seeking eligible and qualified applicants for the position of Accountant.

The work schedule for this position is: Full Time (LE: 40 hours per week, FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent executes regular and routine accounting functions and transactions that facilitate the Embassy's daily operations. He/she downloads daily accounting reports such as the COAST 60/62 reports, as well as 1166 and 477 reports from the Department application SHIFTS and corrects any unprocessed transactions or rejected charges. In addition, he/she creates obligations in the financial processing system (RFMS) as well as vendor codes and bank codes. In coordination with section heads, performs quarterly unliquidated obligation (ULO) validation reports. Reconciles resulting Social Security bills and coordinates corrections or adjustments with the Global Financial Service Center (GFSC) payroll office to ensure as appropriate. Advises GFSC on any changes to local Social Security regulations and monitors the implementation thereof. Downloads USDH and LES payroll reports, verifying accuracy and coordination any corrections with GFSC Payroll.

Qualifications and Evaluations

Education: Completion of two years of post-secondary education in accounting or administration.

Requirements:

EXPERIENCE: Two years of work experience in accounting, vouchering or another administrative function.

JOB KNOWLEDGE: Must have the ability to quickly become knowledgeable of applicable Foreign Affairs Manuals and Handbooks, Standardized regulations, RFMS & COAST Manuals, Cashier User's guide, ILMS and Ariba.

Evaluations:

LANGUAGE: Level IV English is required. Level III French is required.

SKILLS AND ABILITIES: Must be proficient in Microsoft Office applications and able to learn the Financial Management Software, e.g. ILMS, COAST. Must be able to communicate orally and in writing with external and internal contacts, including the Ambassador

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Luxembourg receive a compensation package that includes benefits such as a parking allowance and a 13th month bonus.

For Eligible Family Members (EFMs), benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site:

<https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent) (for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy or ID copy
- Driver’s License
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Luxembourg.