



VACANCY ANNOUNCEMENT

U.S. Mission: U.S. Embassy in Brussels

Announcement Number: Brussels-2019-06-R2

Position Title: Financial Assistant

Opening Period: November 20, 2018 – December 9, 2018

Series/Grade: LE-0450/9
FS-0450/5

Salary: LE: EUR 3,949 – 5,218 gross/month
FS: USD 45,319 – 58,836 gross/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/Public Trust Certification

Duration Appointment: LE: Definite Not to Exceed 1 year (LE). Becomes indefinite after successful completion of one year.
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 Brussels is seeking eligible and qualified applicants for the position of Budget and Finance Supervisor. Job holder will work at the European Logistical Support Office (ELSO) in Antwerp.

The work schedule for this position is: Full Time (LE: 38 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: Yes

Duties:

In addition to supervising the Budget & Finance Section, this position serves as the Mission's principal Certifying Officer and manages/performs all functions associated with the budget preparation and accounting of the European Logistics Support Office (ELSO) and Expedited Logistics (EL) accounts.

Duties include:

a) As the principal Certifying Officer, reviews vouchers and other funding documents to confirm that obligations are documented, valid, recorded, and that sufficient funds are available. Determines whether required authorizations and approval were obtained; the intended product/service(s) were obtained as ordered when appropriate; the legality of payment; whether the payment is a duplication; if the documentation is correct and sufficient; all available discounts were taken; and whether all legal requirements are met. Assumes personal financial liability for the accuracy and legality of all documentation prior to certifying them. Conducts comprehensive research and compiles documents to resolve complex issues associated with documentation, availability of funds, appropriateness of the transaction, etc., and advises management on the problem as well as the course of action to be taken as warranted. Conducts final certification review/quality control on all vouchers prior to final approval. Advises/trains Certifying Officers locally and at other Missions. Resolves recurring and ad hoc problems that arise, regardless of the complexity or profile, and the appropriate method to certify payment or resolve issues.

b) Exercises direct responsibility for managing the ELSO and EL accounts' financial operations and budgets. Manages all aspects of the budget lifecycle for these accounts, from formulation (e.g., preparation of budgetary documents, justifications, etc.) to final execution, including preparation of the financial accounts, expenditure/cost analyses, funds forecasting and control, and financial analysis, including whether the Mission is obtaining appropriate value relative to its expenditures in these areas, strategies to streamline operations for better cost-effectiveness, etc. Ensures the accounts' financial operations and obligations fully comply with statutory and regulatory requirements as directed by Congress. Researches and drafts recurring and ad hoc financial reports on ELSO and EL account funding levels and related financial and operational issues.

c) Exercises the full range of supervisory responsibilities over assigned staff, including assigning and reviewing the quality of work; managing subordinates' performance; career development; recommending selections, discipline, and other personnel management actions for the Section; and assigning leave. Recommends/ implements new approaches or business processes to enhance the quality, timeliness, and cost-effectiveness of voucher examination operations.

d) Performs other duties as assigned, including special projects, responding to data calls and training of staff on certification and financial management.

Qualifications and Evaluations

Education and Experience: A 4-year university degree in accounting or a finance-related field with minimum five years of progressively responsible experience in accounting and finance with at least one year of supervisory responsibility **OR** secondary/high school diploma with nine years of progressively responsible experience in accounting and finance with at least one year of supervisory responsibility.

Note: in the absence of a 4-year university degree, the selected candidate must successfully complete the non-degree Certifying Officer requirements (PA-211 or PA-210) within one year of appointment.

Requirements:

EXPERIENCE:

JOB KNOWLEDGE: Must be able to quickly obtain expert knowledge of the Standard Regulations, Department of State and associated agencies' regulations and federal rules pertaining to compensation, allowances, leave and retirement, as well as the Department's Financial Management System in terms of voucher processing and certification in order to serve as the principal Certifying Officer; process vouchers ranging from routine to very complex; and provide advice/training to employees, managers, and co-workers on the full range of voucher examining and funds control issues. Must be able to quickly obtain a comprehensive knowledge of the Mission's organizations, operations, and requirements; ELSO and EL account operations and requirements; the Department's financial management policies and business processes; and the Comptroller General's decisions in financial management cases in order to manage and ensure the integrity of the ELSO and EL accounts' financial operations. Must be able to quickly obtain a comprehensive knowledge of the Department's accounting, budgeting, procurement, disbursing and internal control systems as they relate to the certification function in order to function as the primary Certifying Officer; explain processes; and resolve issues from ranging from routine to exceptionally complex. Specialist accounting knowledge is also required in order to obtain certification authority.

Evaluations:

LANGUAGE: Level 4 (Fluent) Speaking/Reading/Writing of English and Dutch is required.

SKILLS AND ABILITIES:

Ability to resolve a very broad range of issues, problems, questions, or situations. Demonstrated sound reasoning and logical abilities; good oral and written communication, supervisory and interpersonal skills. Proficiency in the use of computer equipment and calculators. Good typing skills. A record of integrity and sound judgement is required.

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.

Other information:

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM, 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.

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/Public Trust certification. 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)
- 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 Brussels.