



Vacancy #: 72028021R10001

POSITION / SALARY: **Accountant** ; Salary Range: € 80,221– 104,287

FSN-11: (Full Performance)

OPEN TO: German citizens and residents with valid work permit at the time of application to work in Germany.

LOCATION: USAID Frankfurt Support Center (FSC)
Frankfurt, Germany

OPENING: July 26, 2021

CLOSING: August 9, 2021

WORK HOURS: Full-Time; 40 hours/week

USAID/Frankfurt Regional Financial Management Office, an equal opportunity employer, seeks applicants for the following Accountant position:

For more information: please see attached USAID solicitation. 72028021R10001

SOLICITATION NUMBER: 72028021R10001
ISSUANCE DATE: JULY 26, 2021
CLOSING DATE/TIME: AUGUST 9, 2021

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - *Local Compensation Plan*) – *Accountant Position*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal services contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

Sean Hofmann
Regional Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72028021R10001**
- 2. ISSUANCE DATE: July 26, 2021**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 9, 2021 (5pm Frankfurt local time)**
- 4. POINT OF CONTACT: John Ford, email at usaidmerjobs@usaid.gov**
- 5. POSITION TITLE: Accountant**
- 6. MARKET VALUE: Salary range € 80,221– 104,287 equivalent to FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Mission/Germany. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE: Five-year Period of Performance, estimated to start o/a October 2021, with possibility to renew in accordance with ADS 309.**
Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
- 8. PLACE OF PERFORMANCE: USAID/Middle East Regional Platform, Frankfurt, Germany.**
- 9. ELIGIBLE OFFERORS: Cooperating Country Nationals: German citizens and a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Eligible offerors must possess a valid work permit at the time of application to work in Germany.**
- 10. SECURITY LEVEL REQUIRED: Facility access (CCN/FSN Clearance)**
- 11. STATEMENT OF DUTIES**
 1. General Statement of Purpose of the Contract

CCN Accountant position is in the Regional Financial Management Office (RFMO) and reports directly to the USDH Regional Deputy Controller. The RFMO provides the full range of financial management services normally required by USAID missions overseas. Specifically, the RFMO supports several priorities, limited- and non-presence ME Bureau missions including Iraq, Lebanon, Libya, Tunisia, Yemen, and the Syria Transition Assistance Response Team (START), all with a combined Program Operating Year Budget (OYB) that exceeded \$600 million in Fiscal Year

(FY) 20. The RFMO also supports the Management Bureau's office of Overseas Support Operations (OSO), the Office of the Inspector General (OIG) co-located in Frankfurt, and MERP itself. As a result, the RFMO is also charged with the management and execution of operational resources that exceeded \$30 million in FY20.

The incumbent is the recognized expert CCN professional responsible for the complete management of the full range of operational support functions provided by the RFMO to MERP and OSO (the Clients), including budget development and administration, financial planning, formulation, forecasting and analysis. Incumbent is also responsible for the accounting and execution of these operational resources, including the recording of all accounting transactions in Phoenix, maintaining the integrity of the automated accounting system and producing and presenting financial reports to senior management. S/he proposes opportunities for cost savings and alternative methods of covering budget shortfalls. Additionally, the incumbent ensures that the funds are efficiently managed in accordance with USAID and applicable U.S. Government directives, regulations, policies, and procedures.

2. Statement of Duties to be Performed

ACCOUNTING - 50%

Responsible for the oversight, maintenance and transaction recording (inputs and outputs) of the Client's accounting operations in Phoenix, the Agency's accounting system. Incumbent is also responsible for the maintenance and accuracy of accounting data included in numerous subsidiary accounting systems (e.g. non-expendable property ledgers, capitalized property ledgers, etc.). Ensures full compliance with funds controls procedures and enforcing high standards of data accuracy, including when providing fiscal {funding} data and issuing mission generated financial reports. Ensures that all transaction documents are processed in a timely manner and supported by source document files. Performs professional accounting functions providing expert review and clearance of all documents (commitments and obligations) supporting the Clients' operations, including all Client funded transactions processed via the Department of State (DOS) Integrated Logistics Management System (ILMS) and travel orders processed by the Client using USAID's E2i travel system. Ensures full compliance with USAID accounting regulations, policies and procedures and verifies that the proper funding source is applied to all funding requests. Reviews and provides clearance to Global Acquisition and Assistance System (GLAAS) and non-GLAAS Contracts and Purchase Orders, Travel Authorization, Leases, etc.

Establishes and maintains formal accounting records related to the execution of all operational support transactions through Phoenix. Responsible for assigning the corresponding Expanded Object Class Codes (EOCCs) to these transactions and for the accuracy and integrity of financial data entered in Phoenix. Verifies the accuracy of financial and accounting data for document validity and sufficiency to ensure that accounting entries accurately communicate any conditions precedent to disbursement.

After review of documents for compliance with regulations and mathematical accuracy, the incumbent enters contract and purchase order commitments and obligations into Phoenix for employee allowances, leases, recurring obligations, and travel authorizations. Analyzes new financial requirements, prepares and submits relevant reports to Senior Management. Responds to requests for research on difficult accounting issues and questions. Incumbent develops and creates new accounting and budgeting reporting formats as needed. Routinely monitors internal operations to ensure greater efficiencies and improve internal controls across all Clients accounting and budgeting operations. Develops and documents new procedures to improve the performance of the accounting functions.

On a quarterly basis, prepares and records Miscellaneous Obligating Documents (MODs) to fund the Client's recurring costs. In accordance with guidance provided in AAPD 06-08, and in close coordination with the EXO, reviews and updates the Master PSC Funding Document tool which provides cost estimations for locally-hired employees and to incrementally fund the Payroll MOD. Ensures full compliance with Agency forward funding guidance. Considers the exchange rate required for posting dollar amounts related to local currency (Euro) transactions. Prepares and posts upward and downward adjustments, as necessary, to accommodate exchange rate fluctuations.

Guides and verifies the computation of quarterly accruals for all operational expenditures and inputs data in Phoenix ensuring that supporting documentation complies with applicable USAID policies and procedures.

Performs quarterly Section 1311 reviews of obligations, and commitments. Initiates deobligation actions or upward adjustment funding, as appropriate. Obtains necessary approvals, takes required actions to update the accounting system and maintains files for audit purposes. Monitors status of expired obligations and obligations nearing expiration. Coordinates with EXO and GSO Procurement on contract closeouts. Reviews the expenditure records in Phoenix. In case of discrepancies, take the necessary corrective action, and advise affected parties accordingly. Executes the deobligation of funds in Phoenix during the contracts/grants closeout process. Coordinates these actions with the CORs and EXO Procurement staff.

On a monthly basis, assists the USAID/Serbia Payment Offices during the performance of various reconciliations between reported Client disbursements and those recorded by USDO Financial Management Center (SF 1221) and/or the U.S. Treasury (SF 224). Investigates reconciling items and takes corrective action to resolve all discrepancies. Prepares SF 1081s to transfer funds from one appropriation to another.

BUDGETING - 40%

Following RFMO and USAID/W directives, leads the formulation of the MERP and OSO budgets for joint review by senior management, including the Regional Controller, the Supervisory Executive Officer (EXO) and the Frankfurt Support

Center (FSC) and OSO Directors. Maintains budget information in readily available formats or as directed by USAID/W and/or the MERP Regional Controller, including documentation supporting projected annual budget levels. Collects appropriate financial and staffing data for preparation of the budget estimates, consolidates the data and prepares draft budgets in accordance with USAID policy, including the use of proper Expanded Object Class Codes (EOCCs). Works in close coordination with the Deputy Regional Controller and EXO staff to identify proper funding sources to support Client operations and to quantify all operational support costs that should be included during the budget formulation process.

Analyzes and advises on the financial and budgetary aspects of the Client's operating costs. Monitors and controls funds usage to ensure that approved budget levels are not exceeded. Performs analysis of past expenditure rates, current and projected pipelines and future burn rates to ensure that adequate funding is always maintained. Advises senior management through reports and special studies on the status and adequacy of operational support funding levels. Provides senior management information and guidance regarding the formulation and modification of budgets and transactions, as well as measures for tracking key activities. As required, the incumbent periodically modifies budgets in order to meet emerging customer requirements. Alerts Client's senior management to problems and/or trends that result from significant deviations between actual and projected resource levels, particularly those resulting in potential budget shortfalls. Contributes to the establishment of the organization's long-term budgetary objectives. Manages the Client's funds independently, with only minimum supervisory guidance. Guidance received from the supervisor is mainly related to policy, objectives and priorities. Sits on Executive Management meetings when deliberating budgetary issues, and, when needed, drafts the defense and justification of budget levels requested.

ANALYSIS - 10%

Assists the Deputy Regional Controller in gathering data needed to respond to USAID/Washington data calls and/or other ad-hoc requests for financial information. Documents policies and procedures governing the Client's accounting function. Considers areas of possible enhancements or actions to strengthen accounting operations.

Participates fully in the preparation and review of ICASS budgets and ascertains, by analysis and administrative review, as to their correctness. Reviews and clears all head-count data used by State FMO to generate the MERP and OSO ICASS invoices. Actively participates in discussions with the State FMO in resolution of issues prior to final negotiations.

Prepares and designs training materials on different accounting topics for presentation to offices, Mission management and newly financial management staff located in other MERP supported Operating Units. Maintains data on the USAID worldwide Financial Data Collection Tool. This data relates to: property plant and equipment,

accounts receivable, operating leases, expendables, payroll related accruals, FSN severance pay.

3. Supervisory Relationship: After initial training, works independently with minimum supervision, setting own priorities and establishing deadlines. Supervision, as needed, is received from the USDH supervisor. Work is generally assigned in terms of desired work objectives and outcomes. Work is reviewed in terms of the results achieved and meeting overall objectives and priorities. The Supervisor provides policy guidance when needed.

4: Supervisory Controls: No direct supervision will be exercised by the incumbent. However, the incumbent may serve as a trainer and mentor for other FSNs in similar positions in OUs served by MERP. Supervisory responsibilities are subject to change as the RFMO adapts to changing circumstances in the portfolio.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A four year University degree with a concentration in accounting, finance, or business administration related subjects is required.
- b. **Prior Work Experience:** Requires at least five years of progressively responsible experience in accounting, budgeting, financial reporting, and/or closely related work.
- c. **Language Proficiency:** English ability - level IV (fluent) – reading, writing, and speaking required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. Education – Pass/Fail
2. English Language Skills – Pass/Fail
3. Prior Work Experience – Pass/Fail
4. Knowledge (40 points)

A thorough knowledge and understanding of professional budgeting and accounting principles, theories, practices and terminology as well as the related principles and

accepted procedures of U.S. governmental accounting, budgeting, and reporting. A thorough knowledge of laws, regulations, and procedures associated with financial management needed to reach the maximum level of the position.

5. Skills and Abilities (60 points)

Must have the ability to analyze numerous and complex accounting records and independently determine the need for adjustments, as well as to record, reconcile, and balance accounts. Must be skilled in the use of computer based analytical programs. Computer skills with application of spreadsheet (Excel) and word processing is required to prepare and record budget information and supporting worksheets and reports. Must be able to compile and present financial and related information in a concise and fully professional manner. A high level of analytical skills, professional expertise, and sound independent judgment is required. Must be able to communicate concisely and accurately complicated USG financial management rules, policies, and regulations. Must be able to work as part of a team. Ability to work under high pressure and conflicting/emergency work demands is required. Moreover, Creativity to proactively develop solutions to issues in a constantly changing working environment is a must as well as the ability to work independently with minimum supervision. Must maintain cordial working relationships.

6. Reference Verification: (Pass/Fail)

USAID/MERP, Frankfurt Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience requirements. A Language Test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

The Technical Evaluation Committee (TEC) will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants. Applicants will be contacted for a written technical test (Step 3) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for an interview could be dropped from the interview list.**

Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. **References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for final ranking.

Based on this final input, the TEC will make its final decision on the rank order of candidates, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).

Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit all the required documents listed down below enclosed with a cover letter addressing all the vacancy announcement requirements/selection criteria respectively. Otherwise, the application will be considered incomplete and shall not be taken into consideration.
 - a. Cover letter;
 - b. Application for Federal Employment [DS-174](#);
 - c. A detailed current resume or curriculum vitae providing a mailing address and a daytime telephone number; plus
 - d. Copies of any other documentation (e.g., essays, certificates, awards, and copies of degrees earned which do not have to be translated) that addresses the minimum requirements of the position as listed above;
 - e. Provide the USAID HR Office with at least three references quoting their telephone numbers and email address; and
 - f. Copies of valid Germany residence and work permits for Non-Germany and American citizens, which are in compliance with host government laws and regulations (if applicable).
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The CO will provide instructions about how to complete and submit the following forms after and offeror is selected for the contract award:

1. Health Certificate
2. Documents required for Security Clearance Procedure

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Annual Leave – Up to age 29 - 29 working days Annual Leave; Age 30 and older - 30 working days Annual Leave

- b. Sick Leave – Employees who are incapacitated for duty because of an illness for which they are not personally responsible are entitled to payment of their regular salary for the period of their illness but not to exceed six weeks for any one illness. Another six weeks of paid absence is granted for recurrence of the same illness during a twelve-month period if an employee has not been absent because of the same illness for at least six (6) consecutive months.
- c. Employer’s Social Security Contribution – up to 22 percent of the annual basic salary rate of the employee
- d. Other benefits as applicable under the Local Compensation Plan.

- 2. ALLOWANCES (as applicable):
 - a. Workers Compensation

VII. TAXES

The U.S. Mission does not withhold or make local income tax payments. It is the responsibility of the individual to ensure that all requirements as established by the German Government with regard to taxes are adhered to.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

- 1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>
- 2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.