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## **VACANCY ANNOUNCEMENT**

**USAID/West Africa** is looking for a highly motivated and qualified Ghanaian for the position of **Voucher Examiner**. The position is located in the Budget and Accounting Division, Regional Office of Financial Management (ROFM), USAID/West Africa Mission. The position is responsible for performing the full range of Budget & Accounting Division support functions to the Clients (Strategic Objective Teams, Missions, and Embassies) to which assigned. The primary purposes of this position are to: examine and process vouchers and invoices of multi-million dollar, long-term technical assistance contractors and grantees, both direct and host country, for USAID project and non-project activities and administrative operations, recommending for payment or indicating required clarification or justification; and to control and monitor payment requests and disbursements for USAID project and non-project activities and administrative operations to which assigned.

(Please contact [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov) or <http://www.usaid.gov/westafrica/employment/index.htm> for a detailed job description)

**Education & Prior Work Experience:** Completion of Secondary School and Post Secondary School training in Business Studies or Accounting (Diploma) is required. 2-4 years of experience in accounting or a closely related field is required.

**Skills and abilities:** Must have the ability to analyze numerous accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques and to work with Microsoft Office computer programs (Word and Excel) is also required.

**Salary Range: GH¢ 9,749 – 14,619 p.a. (depending on qualification and experience )**

Interested individuals should submit covering letter and curriculum vitae with referees to:

### **Voucher Examiner Position**

USAID/West Africa,  
P.O. Box 1630, Accra

Or by email: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

**CLOSING DATE: May 20, 2010**

(Please note that only short-listed applicants will be contacted)