

ACCOUNTANT

PERSONAL SERVICES CONTRACTOR

The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries. Selected countries must demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry.

In direct support of MCC's overall mission, the Department of Administration and Finance (A&F) is responsible for planning and directing all activities related to financial management and budgeting; human resources management, information technology infrastructure, resource, and website management; procurement and acquisition, personal security; facilities management; administrative services; and corporate records management. In keeping with the principles laid out in the President's Management Agenda, the majority of these services are being outsourced and the MCC staff working in these areas are responsible for effectively managing the contractual agreements that have been, or will be, effectuated.

MANDATORY REQUIREMENTS

- Success in obtaining a Federal security clearance.
- United States Citizenship
- If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

SCOPE AND RESPONSIBILITIES

As a Personal Services Contractor (PSC) within the MCC Department of Administration and Finance, the PSC will report to the Deputy Chief Financial Officer (DCFO). The PSC works collaboratively with the DCFO and other A&F staff in performing financial management and accounting functions. The PSC will also perform other financial duties and functions, as directed, including oversight responsibilities for the outsourced inter-agency agreement between MCC and the Department of the Interior's National Business Center (NBC) (MCC's financial management cross-service provider).

The PSC recommends administrative and policy direction in terms of broadly defined MCC missions and objectives. The PSC examines, analyzes and interprets accounting data, records and reports and prepares routine and non-routine reports and statements for internal, as well as, external purposes. The PSC records accounting transactions and reviews inputs and outputs for accuracy. Prepares appropriate documentation and audit trails to support transactions. The PSC implements procedures and processes that comply with MCC and Federal requirements.

Duties include:

- Ensuring compliance with accounting and financial management policies, through monitoring and evaluating of financial reports and underlying data.
- Adhering to established internal control procedures, and reviewing such procedures and related work process to ensure compliance with legislative and regulatory requirements.
- Conducting various analyses of financial data to validate its veracity and identifying problem areas or abnormalities; determining and proposing to A&F management necessary corrective actions, and implementing such action, as directed.
- Maintaining the integrity of financial information through routine reviews and reconciliations of information with relevant supporting documentation and systems.
- Assisting the Controller in monitoring accounting operations to ensure timely and accurate accounting data and reports. Ensuring accounting operations provide reliable and timely information in detail necessary to provide reports for effective resource management decision-making.
- Preparing annual financial statements and disclosures in accordance with OMB Circular A-136 and maintaining detailed supporting documentation.
- Fulfilling requirements mandated in the Chief Financial Officers (CFO) Act, the Statements of Federal Financial Accounting Concepts and Standards, Federal Managers' Financial Integrity Act (FMFIA) and other legislative and regulatory requirements.
- Preparing monthly and quarterly financial statements and updating required United States Department of Treasury records. Analyzing specific problem areas arising within the MCC-NBC procedures and/or program operations and devising solutions through recommendations for policy changes or systems enhancements as necessary.
- Supplying financial statements and other resource management reports to operating program officials for informational and financial planning purposes.
- Analyzing transactions, recommending and executing policies and procedures that enhance financial reporting and financial statement presentation under applicable laws and regulations (such as the CFO Act, Government Management Reform Act, the Government Performance and Results Act, Federal accounting standards, and pertinent OMB circulars and bulletins).
- Implementing and communicating to other operating units MCC's accounting and financial management policies.
- Assisting with the development and revision/update of the MCC Financial Management Policies and Procedures Manual.
- Providing training, as necessary, to MCC organizations to promote efficient financial management and accounting operations.
- Assisting in implementing the outsourced contract with the National Business Center, Department of the Interior and ensuring that transactions are recorded and maintained in accordance with the U.S. Standard General Ledger requirements.
- Assisting in the implementation and operations of core financial system (Oracle Federal Financials), used for MCC's financial operations under the NBC intra-agency agreement.

- Providing the DCFO with analysis and advice on financial matters used in reporting to program officials, managers, and resource administrators.
- Performing other duties as assigned.

EVALUATION CRITERIA

The selection process will focus on the following aspects of the candidate:

- Knowledge of generally accepted accounting principles and theory.
- Knowledge of Federal financial management requirements, including requirements stipulated in the Federal Financial Management Improvement Act of 1996, namely: (1) Federal accounting standards, (2) the U.S. Standard General Ledger, and (3) Federal financial management system requirements.
- Knowledge and experience in implementing federal accounting principles, practices, methods and techniques. The demonstrated ability to analyze all aspects of financial management within a major organization or programs, and develop sound recommendations to improve financial and program operations.
- Knowledge of Federal budgetary requirements, including the appropriations, apportionment and budget execution cycle.
- Knowledge of cost accounting principles and methodologies, standards and practices and demonstrated skill in applying this knowledge to develop, implement and ensure agency-wide compliance with accounting policies and procedures.
- Knowledge of development, implementation, and maintenance of complex integrated financial management systems and initiatives.
- Demonstrated skill in preparing financial statements in accordance with Federal Accounting Standards and OMB form and content requirements, or U. S. or International generally accepted accounting principles.
- Knowledge and demonstrable awareness of appropriate regulatory requirements mandated by the central agencies (OMB, GAO and the Dept of the Treasury).

DESIRED SPECIALIZED REQUIREMENTS FOR THIS POSITION

- Experience working as a CPA in auditing Federal entity(s) financial statements and internal controls.
- Experience utilizing the above stated federal regulations and policies (previous section) in a position within a Federal organization or working in the private sector at a government agency as a client.

EDUCATION/CERTIFICATIONS

- Degree in accounting or a related financial management field such as business administration, finance, or public administration, or 3-7 years equivalent work experience, is highly desired. A Master's degree in Accounting or Finance IS highly desired. Certification as a CPA, CGFM and/or Internal Auditor is highly desired.

Interested parties should submit by email to recruitment@mcc.gov the following package: 1) resume and 2) a brief cover letter that addresses all Evaluation Criteria as listed in this advertisement and provides the following information: three professional references, proposed hourly rate, salary information/hourly rates for the past three (3) years, and availability over the next few months. Please include "Accountant" in the subject line of your email. This posting will remain open continuously, with candidates considered periodically commencing on September 19, 2008.