



## **Job Description**

### **DIRECTOR of FINANCE and ACCOUNTING**

#### **Introduction**

The Vietnam Education Foundation (VEF) was created by Congress and established by the President of the United States in December 2000 as an independent federal agency. VEF's primary purpose is to promote closer relations between the United States and Vietnam by establishing opportunities for Vietnamese nationals to pursue graduate and post-doctoral studies in the STEM<sup>1</sup> fields in the United States, and for American citizens to teach in the same fields in Vietnam. VEF receives funding from the U.S. Government until 2018, when the agency will sunset.

#### **Overview**

VEF is searching for a self-motivated and disciplined individual to be in charge of its finance, accounting, and related financial management functions. The Director of Finance and Accounting (DFA) will be responsible for all aspects of finance and accounting, budgeting, and federal compliance matters. The DFA is based at VEF's Headquarters located in Arlington, Virginia, and reports directly to the VEF Executive Director (ED).

The DFA performs complex, time-sensitive, and high-level financial and budgetary work characterized by a high degree of responsibility, accuracy, and diligence. On all matters related to major duties, the DFA serves as the in-house expert and advisor to the ED and the VEF Board of Directors (Board), while also serving as VEF's representative to external entities and individuals.

Since the DFA serves as the primary finance officer for VEF, the DFA also oversees all financial and accounting matters in the VEF Field Office in Hanoi, Vietnam, by working closely with the head of finance and accounting in the VEF Hanoi Field Office through fiscal year 2016. The Hanoi Office will be closing as of September 30, 2016. As a result, the DFA will be working very closely with the Executive Director to manage the closing of the Hanoi Office.

#### **KEY REQUIREMENTS:**

- ✓ U.S. Citizenship
- ✓ Direct finance and accounting experience in the U.S. Federal Government
- ✓ Experience working with a Federal shared service provider
- ✓ Native English speaker
- ✓ Ability to pass and maintain a background investigation

#### **MAJOR DUTIES**

##### **A. Financial Management**

1. **Reporting.** Completes all financial reporting according to federal requirements and VEF policy. This includes providing to the ED and the Board interpretation of financial data and statements that point out trends, deviations, and subsequent projections.
  - a. Prepares and presents regular financial reports to the Board, including end-of-quarter fiscal balances and budget tracking.

- b. Performs annual cost analyses to reduce program and operating expenses, and improve VEF's efficiency and fiscal plans.
  - c. Oversees cash reports and bank statements of the Hanoi Field Office for the remainder of fiscal year 2016.
2. Payments. Processes all invoices and reimbursements in a timely manner.
  - a. Ensures that all reimbursements and payments, including those to Board members, are processed within five days after receipt by VEF.
  - b. Ensures the appropriateness and accuracy of the invoices and reimbursements.
  - c. Prepares payment related documents, including Travel and Purchase card statements, for processing and recording in the financial systems (i.e., USDA and VEF's internal accounting system), including reviewing financial documents to ensure completeness and accuracy;
3. Payroll. Works with VEF's shared service provider to administer payroll for VEF employees and contracted employees. Keeps the ED and U.S. direct employees informed of changes related to payroll, taxes, and other payroll and HR related matters. Also, oversees payroll matters for VEF staff in Vietnam by reviewing timesheets and invoices received from TalentNet in Vietnam.
4. Internal controls. Creates and maintains a system of internal controls for VEF finance and accounting matters in compliance with federal laws and regulations. This system includes written and dated documents and approved policy statements.
  - a. Establishes and maintains financial controls and procedures to monitor and safeguard the use of VEF funds, in accordance with applicable laws and regulations.
  - b. Interacts regularly with the USDA Financial Service Center in Kansas City to ensure proper record keeping and to obtain accurate financial reports from USDA.
  - c. Interacts regularly with GSA CABS to ensure transactions are processed in accordance with VEF's intent, as well as within a reasonable time period.
5. Procurement and inventory. Procures all goods and services needed for VEF to achieve its mission, as well as office supplies and equipment for the United States. Will oversee the disposal of the equipment in the Hanoi Office and prepare for closure.

## **B. Budget Management**

1. Budget operations. Oversees and manages VEF's budget operations, including budget formulation, submission, execution, and reporting. Establishes budget policy for VEF and provides short-term and long-term financial analyses and forecasting models to the ED and the Board.
  - a. Presents a draft budget to the ED for review and then presents draft and final budgets and projections to the VEF Board.
  - b. Provides informal budgetary reports to the ED when requested and formal budgetary reports to the ED and the Board at each Board meeting.
  - c. Controls and oversees the rebated fund from the VAT tax refund from the Vietnam Government.
2. Funds transfer. Works closely with USDA, USAID, Treasury, OMB, and USDA to ensure accurate and timely transfers of VEF funds (\$5 million annually), which are received twice each year (generally in January and July) into VEF's account.

### **C. Contract Support**

1. **Evaluation.** Assists the ED, who serves as VEF's contracting officer, by analyzing contracts for efficiency and financial prudence as well as compliance with federal regulations and guidelines, and makes recommendations for changes to proposed contract terms, as appropriate.
2. **Documentation.** Generates necessary obligating documents for the ED to sign, maintains appropriate copies, and transmits obligating documents to the USDA Financial Service Center.
3. **Completion.** Interacts with contractors to ensure contract performance is achieved and financial accountability is consistent with the terms and conditions of the contract. For contracts in Vietnam, the DFA works closely with the Hanoi staff to assure the following: (a) accuracy and appropriateness of the proposed contract; and (b) the performance and accountability of the contractor after contract execution.

### **D. Legal and Regulatory Compliance**

1. **Policy formulation.** Creates and updates internal policies to ensure legal and regulatory compliance by VEF in all areas of finance and accounting.
2. **Annual financial statement audit.** Works closely with independent auditors to complete the annual audit before November 1.
3. **Annual report.** Responsible for the financial section of VEF's Annual Report, and assisting in finalizing the entire report, as necessary.

### **E. Other Duties**

The DFA is responsible for reporting CUI and OSHA requirements. In addition, the DFA is responsible for any other duties as assigned by the ED.

### **QUALIFICATIONS REQUIRED:**

- Bachelor's degree from an accredited U.S. university in accounting, finance, business administration, or a related field.
- Significant experience in finance and accounting within the U.S. small federal agencies.
- Experience in federal budget process, including budget submission and apportionment, and federal financial management practices and procedures.
- Knowledge of federal laws and regulations, and applicable compliance requirements, regarding finance and accounting.
- Knowledge of government travel, procurement, and related regulations preferred;
- Ability to analyze and project the effects of budgetary actions on program viability and the attainment of VEF program objectives.
- Ability to plan, organize, and administer budgetary and financial processes.
- Ability to apply analytical methods and techniques to identify and resolve financial management issues.
- Ability to oversee financial and accounting matters in Vietnam remotely, including communications during the evening and on weekends, as needed.
- Ability to function and maintain a professional attitude and performance.
- Ability to work independently and manage the workload efficiently with solid attention to details and accuracy of information.
- Ability to manage details of several major projects at once with excellent organizational skills.
- Ability to communicate in English both orally and in writing at all levels with attention to quality and accuracy.
- Strong computer skills in using Microsoft Office Suite (Outlook, Word, Excel, Power Point, Access, and Project) and other automated systems as well as Internet skills in doing online research.
- Effective positive communication skills at all levels with a high concern for interpersonal diligence.
- Ability to travel as needed.

### **Desired Qualifications:**

- Professional work experience with an international development organization, non-profit agency, international education organization, or private international company.

- Working knowledge of Vietnam.

#### **SALARY/BENEFITS**

The Director of Finance and Accounting (DFA) is a U.S. Federal Government employee and is eligible for all applicable Federal Government benefits. Annual salary depends on background and experience. Teleworking arrangements and flex-time are an integral part of the U.S. staff schedules and can be considered for this position after the six months of employment.

**Start Date: As soon as possible.**

#### **APPLICATION PROCEDURES**

**Your application** must include a cover letter that explains how the candidate meets the required background, experience, and skills, and that indicates the present salary and salary requirements. The application must also include the candidate's resume and the names of 3 professional references, including the referee's position, dates, and circumstances of knowing the applicant, and the referee's contact phone number(s) and email address.

**Send your application by email to: hr@vef.gov No phone calls. Please note that only applications sent electronically will be accepted.**

**Deadline: November 6, 2015.**

This position is also posted at USA Jobs (<http://www.usajobs.gov/>). Search for "Vietnam Education Foundation."

VEF is an Equal Employment Opportunity Employer. Selection of the candidate for this position will be made without regard to race, color, religion, age, national origin, sex, non-disqualifying disability, political affiliation, marital status, membership or non-membership in an employee organization, or any other non-merit factor.