

John Snow, Inc.

TITLE: Budget Officer / VPP Client Account Officer
LOCATION: Arlington, Virginia
REPORTS TO: Finance Manager

The Partnership for Supply Chain Management (PFSCM) is currently implementing two contracts in close collaboration with USAID and The Global Fund:

- 1) The Supply Chain Management System (SCMS) contract with USAID is part of the President's Emergency Plan for AIDS Relief. The purpose of this contract is to establish and operate a safe, secure, reliable and sustainable supply chain management system to procure pharmaceuticals and other products needed to provide care and treatment of persons with HIV/AIDS and related infections. SCMS will offer services in focus countries identified by USAID, with SCMS field offices established in selected countries as required by the scope of work in the country.
- 2) The Global Fund to Fight AIDS, Tuberculosis and Malaria is a major financing institution in the fight against these diseases in 140 countries. The Global Fund established a Procurement Support Service for its Principal Recipients, with Voluntary Pooled Procurement and Capacity Building Services aimed at ensuring a cost-effective and efficient procurement process. These services provide support to countries to resolve procurement bottlenecks and supply chain management challenges and facilitate timely access to pharmaceuticals and health products.

OVERALL RESPONSIBILITIES

The responsibilities of the Budget Officer/VPP Client Account Officer include, but are not limited to:

1. Review monthly subcontractor invoices to ensure accuracy and contractual compliance.
2. Manage project coding in Orion which includes: creation; modification; and obligating funds to Task Order 3; GDF; and VPP project codes and to subcontractors per collaboration with Contracts Unit.
3. Work with the Finance Manager, PMO Unit Managers, and subcontractors to support the annual budget and quarterly forecast exercises, which includes establishing budget guidelines as appropriate and monitoring expenditures on a monthly basis.
4. Collaborate with MIS and Accounting Units to develop, test, and implement automated reports that will assist with in-depth analysis of financial activity.
5. Develop financial reports as requested for multiple internal/external clients; conduct analysis of data and communicate results to the client.
6. Review financial reports and investigate variances; clarify discrepancies with the client.
7. Respond to ad-hoc budget requests by documenting cost assumptions, monitoring expenditures, and providing financial support to Unit Managers and Project Staff.

8. Provide financial guidance to the Procurement Support Services Team at the Global Fund and the internal VPP Team in establishing organizational processes to produce efficiencies that meet contractual compliance.
9. Manage the financial review of the closeout process for GDF and VPP projects; collaborate with the VPP Customer Service Specialist to clarify discrepancies found during the review.

QUALIFICATIONS

1. BA/BS degree or higher in Finance or a relevant field.
2. Minimum of three years experience working with USAID contracts and international projects.
3. Strong knowledge of US Government contracting procedures, regulations, policies, i.e. FAR, CFR, OMB Circulars.
4. Demonstrated advanced skills in Excel. Intermediate skills in Word, Access, and Outlook or GroupWise. Experience with Orion a plus.
5. Strong analytical, written, computer and verbal skills required.
6. Ability to work in a fast-paced environment and to prioritize multiple tasks.
7. Strong analytical skills required.
8. Ability to focus on details.
9. Must be eligible to work in the United States.

TO APPLY

Interested candidates should submit their resumes and cover letters on JSI's website by December 11, 2011:

<http://www.jsi.com/JSIInternet/Jobs/jobdescription.cfm?JobID=47846>

Salary commensurate with experience.

JSI is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. Women and minority candidates are encouraged to apply. M/F/H/V/D