



## **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.

#### **Overview**

VEF is searching for a self-motivated and disciplined individual to be in charge of its finance and accounting functions. The Director of Finance and Accounting (DFA) serves as the chief financial officer of VEF with responsibilities for all aspects of finance and accounting, budgeting, contracting, and federal compliance with all financial matters. The DFA is based in the U.S. VEF Headquarters 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/advisor to the ED and the VEF Board of Directors (Board) and as the representative of VEF to external entities/individuals.

Since the DFA serves as the primary finance officer for VEF, the DFA 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. The DFA incorporates data from the VEF Field Office in Hanoi and from relevant U.S. staff into VEF's annual budget and financial plans.

#### **KEY REQUIREMENTS:**

- ✓ U.S. Citizenship
- ✓ Solid background in finance and accounting for the U.S. Federal Government
- ✓ Native English speaker
- ✓ Ability to pass and maintain a background investigation

#### **MAJOR DUTIES**

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

1. **Reporting.** Completes all periodic 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.

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<sup>1</sup> Science, Technology, Engineering, Mathematics, and Medicine

- b. Performs annual cost analyses to reduce program and operating expenses, and improve VEF's efficiency and fiscal plans.
  - c. Oversees cash reports, bank statements and charge card disbursements of the Hanoi Field Office.
- 2. Payments. Makes on-time payments of all invoices and reimbursements, including verifying and processing invoices and reimbursements every week and sending alerts to the ED of any financial abnormality.
  - a. Ensures that all reimbursements and payments, including those to Board members, are processed within five days after receipt by VEF.
  - b. Ensures the legitimacy and accuracy of the invoices and reimbursements.
- 3. Payroll. Administers payroll for VEF direct employees and contracted employees in the United States. Keeps the ED and U.S. direct employees informed of changes related to payroll and taxes. Oversees payroll matters for VEF staff in Vietnam.
- 4. Salaries, awards, bonuses. Researches and recommends to the ED the appropriate levels of salary increases, awards, and bonuses, based on the performance of all VEF employees, on changes in title, and on tenure with VEF. Secures recommendations and rationales regarding the Hanoi staff from the Hanoi Field Office Country Director and head of finance and accounting.
- 5. 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 financial controls and procedures to monitor and safeguard the use of VEF funds.
  - b. Interacts regularly with the GSA financial center in Kansas City to ensure correct record keeping and to obtain accurate financial reports from GSA.
- 6. Procurement and inventory. Procures all office equipment in the United States and oversees similar activities for the Hanoi office. Works in tandem with the VEF Human Resource and Administration Specialist in the U.S. Headquarters and with the Hanoi Field Office to create and maintain a complete system and inventory of VEF assets, summarized annually.

## **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. Works closely with the U.S. and Hanoi staff to formulate future budgets according to Office of Management and Budget (OMB) requirements and instructions.
  - b. Presents a draft budget to the ED for review and then presents draft and final budgets and projections to the VEF Board.
  - c. Provides informal budgetary reports to the ED when requested and formal budgetary reports to the ED and the Board at each Board meeting.
  - d. Interacts with OMB as needed and required to monitor and meet budget adjustment and submission requirements and to inform appropriate OMB officials regarding VEF's financial and budgetary status.
  - e. Controls and oversees the rebated fund from the VAT tax refund from the Vietnam Government.
- 2. Funds transfer. Works closely with USDA, USAID, Treasury, and the General Services Administration (GSA) 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 Management**

- 1. Negotiations. Works both independently and with other VEF staff, depending on the activity, to negotiate contracts that support the VEF mission in the United States as well as in Vietnam.
- 2. Compliance. Ensures that all contracts comply with federal regulations and guidelines and that appropriate documentation is generated and maintained in the VEF U.S. Headquarters. Obtains legal review and approval for all contracts.

3. **Completion.** Manages the finalization and execution of all contracts and interacts with contractors to ensure contract performance and financial accountability. For contracts in Vietnam, the DFA works closely with the head of finance and accounting in the Hanoi Field Office to assure accuracy and appropriateness of the proposed contract and, afterwards, the performance and accountability of the contractor.

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

1. **Policy formulation.** Creates internal policies to ensure legal and regulatory compliance by VEF in all areas of finance and accounting. Organizes and maintains these policy statements in an accessible location for all VEF employees and Board members.
2. **Annual audit.** Reviews bids, interviews audit firms, and recommends one to the ED. Works closely and constructively with independent auditors to complete the annual audit before November 1. Alert the ED and OMB of any difficulty that might prevent VEF from meeting the November 15 audit submission.
3. **Annual report.** Responsible for the financial section of VEF's Annual Report to the President and the U.S. Congress.

#### **E. Other Duties**

The DFA is responsible for any other duties as assigned by the ED.

### **QUALIFICATIONS**

#### **Required Background, Experience, and Skills**

- ✓ Bachelor's degree in accounting, finance, business administration, or a related field.
- ✓ Significant experience in finance and accounting within the U.S. Federal Government.
- ✓ First-hand, solid experience in federal budget process, including budget submission and apportionment, and federal financial management practices and procedures.
- ✓ Knowledge of federal laws and regulations, and all compliance requirements, regarding finance and accounting.
- ✓ 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 without direct supervision or close guidance.
- ✓ Ability to apply analytical methods and techniques to identify and resolve financial and/or auditing issues.
- ✓ Ability to oversee financial and accounting matters in Vietnam remotely, including communications during the evening and on weekends, as needed.
- ✓ Ability to function within an unstructured setting while maintaining 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.

- ✓ Ability to use a computer, smart phone, and the Internet, including strong skills in Word, Excel, PowerPoint, Access, and online research.
- ✓ Effective positive communication skills at all levels with a high concern for interpersonal diligence.
- ✓ Ability to travel domestically, internationally, and particularly in Vietnam.

**Desired Skills:**

The successful candidate ideally would have experience also in the following:

- ✓ Master's degree in accounting, finance, business administration, or a related field.
- ✓ Professional work experience with an international development organization, non-profit agency, international education organization, or private international company.
- ✓ Working knowledge of Vietnam and/or the Vietnamese language is a plus.

**Salary/Benefits**

The Director of Finance and Accounting 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 first two months of employment. A one-year probationary period is required.

**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 to: [hr@vef.gov](mailto:hr@vef.gov). No phone calls. Please note that only applications sent electronically will be accepted.**

**This position will also be posted at USAJobs (<http://www.usajobs.gov/>). Search for "Vietnam Education Foundation."**

**Deadline: March 28, or until filled**

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.