

# American Institute in Taiwan

Official Website: <http://www.ait.org.tw/en/>

## VACANCY ANNOUNCEMENT

<b>Office of Origin:</b>	AIT/Washington
<b>Announcement Number:</b>	AIT/W-01
<b>Date of Announcement:</b>	Feb 24, 2015- March 10, 2015

<b>Position Title: Accountant</b> <b>Salary Grade: GS-11 - \$63,722</b> <b>Position Available: Immediately</b> <b>Promotion Potential: None</b> <b>Supervisory: No</b> <b>Security Clearance Required: Secret</b> <b>Opening Date: Immediately</b> <b>Ending Date: March 10, 2015</b> <b>Area of Consideration:</b>	<b>Office and Location:</b>  <b>Washington DC area</b> <b>American Institute in Taiwan</b> <b>1700 N. Moore Street, Suite 1700</b> <b>Arlington, VA 22209</b> <b>Telephone: (703) 525-8474</b>
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This position is located in the Washington, DC headquarters office of the American Institute in Taiwan (AIT/W). The American Institute in Taiwan (AIT) is a nonprofit corporation established by Public Law 96-8. It is incorporated in the District of Columbia and operates under contract with the Department of State and other federal agencies. Because the United States does not maintain diplomatic relations with Taiwan, unofficial relations are carried out pursuant to the Taiwan Relations Act of 1979 (TRA). Under the TRA, all programs, transactions and other relations conducted or carried out by the President or any agency of the U.S. Government with respect to Taiwan are done so by or through AIT. AIT operates a stand-alone accounting system that must meet various different requirements—Office of Management and Budget (OMB) and the Internal Revenue Service (IRS) requirements for nonprofit organizations.

### DUTIES:

Duties of this position include, but are not limited to: The American Institute in Taiwan has revenues and expenses of approximately \$60 million annually. The incumbent has overall responsibility in assisting the Lead Accountant in maintaining the automated accounting functions and administering fiscal reporting for AIT/W. AIT's funding derives from two categories: 1) "core funding" which comes from several sources (Congressional appropriation, visa processing fee revenues and miscellaneous fees) and, 2) reimbursable contracts with federal agencies. Line items featured in AIT/W's accounting and budget system include personnel salaries and benefits, rental payments, travel and transportation of employees, communications, utilities, office equipment, supplies and materials and other services.

## **QUALIFICATIONS:**

Experience: Bachelor's degree in accounting and finance with three to five years' experience, preferably direct accounting experience related to accounts payable, accounts receivable, invoicing, contracts and journal entries. Nonprofit experience desirable.

AIT operates a stand-alone accounting system that must meet various different requirements—e.g. OMB and IRS requirements for nonprofit organizations, AIT-specific legislation (Taiwan Relations Act, P.L. 96-8), the Foreign Affairs Manual (FAM) and the Foreign Affairs Handbook (FAH). The incumbent must often find new ways to bring AIT into compliance with all these requirements, which are not always in agreement with each other.

The incumbent reports to the AIT/W Executive Director (GS-14).

Note that this position requires the ability to acquire and maintain a Secret security clearance, and therefore is limited to US citizens only.

## **RANKING FACTORS:**

Your application package will also be reviewed against the Knowledge, Skills and Abilities (KSAs) listed below. Please address each KSA as thoroughly as possible.

- 1 Ability to interact with all levels of individuals.
- 2 Ability to communicate in writing.
- 3 Knowledge of federal government budget methods, principles and processes.
- 4 Ability to plan, evaluate and direct program activities.
- 5 Knowledge of nonprofit rules & regulations
- 6 Knowledge of Generally Accepted Accounting Principles (GAAP)
- 7 Knowledge of QuickBooks or other relevant accounting software

## HOW TO APPLY:

Mail your resume and a narrative addressing KSAs noted above to:

**American Institute in Taiwan**  
**Attention: Dan Christenson/Teresa Hoggard**  
**1700 N. Moore Street, Suite 1700**  
**Arlington, VA 22209**

Alternately, applicants may email their resume and a narrative addressing the KSAs noted above to:

Teresa Hoggard [hoggardt@state.gov](mailto:hoggardt@state.gov) or Dan Christenson [christensondb@state.gov](mailto:christensondb@state.gov)

Applications must be postmarked or time stamped by the closing date and arrive at **AIT by COB on March 10, 2015**. All material submitted will become the property of AIT.

For additional information regarding this announcement, please email or call either of the two individuals listed below:

Teresa Hoggard [hoggardt@state.gov](mailto:hoggardt@state.gov) (703) 525-8474  
Dan Christenson [christensondb@state.gov](mailto:christensondb@state.gov) (703) 525-8474