

15. Qualifications Required For Effective Performance

a. Education

COMPLETION OF SECONDARY SCHOOL

b. Prior Work Experience

MINIMUM ONE YEAR FINANCIAL EXPERIENCE

c. Post Entry Training

ON THE JOB TRAINING IN COMPUTER OPERATIONS, RFMS, COAST, VOUCHER EXAMINER COURSE, DIRECT CONNECT, TRAVEL MANAGER, WEBPASS, WORD, EXCEL, EXPLORER

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

LEVEL 4 COMMAND OF ENGLISH REQUIRED AND WORKING LEVEL COMMAND OF FRENCH 3, BOTH WRITTEN AND ORALL

e. Job Knowledge

THOUROUGH KNOWLEDGE OF APPLICABLE SECTION OF THE REGULATIONS IN MAKING INITIAL PAYMENT DETERMINATION: THESE INCLUDE FTR/JFTR, FAM & FAH, DSSR, AND APPROPRIATION LAW. PLUS THE STANDARDIZED REGULATIONS OF SERVICED AGENCIES AND PROCEDURE GUIDELINE FOR THE CHARLESTON FINANCIAL SERVICE CENTER.

f. Skills and Abilities

ABILITY TO COMPREHEND LOGICALLY AND PROPERLY APPLY TO THE VOUCHER EXAMINING PROCESS THE VARIOUS DETAILED TECHNICAL PROGRAM REGULATION, TERMS AND CONDITIONS. MUST HAVE THE TACT AND THE ABILITY TO EXPLAIN CLEARLY AND CONVINCINGLY THE RATIONALE FOR PAYMENT, DISALLOWANCES OR PENALTIES.

16. Position Element

a. Supervision Received

DIRECT SUPERVISION FROM THE VOUCHER EXAMINER SUPERVISOR, WITH GENERAL SUPERVISION FROM THE FINANCIAL MANAGEMENT SPECIALIST, WITH OVERALL SUPERVISION FROM THE SR. MANAGEMENT OFFICER FMO, AND THE BUDGET AND FISCAL OFFICER.

b. Supervision Exercised

N/A

c. Available Guidelines

APPROPRIATE SECTION OF VOLUME 3,4 AND 6 OF THE FAM, SR, MANUAL OF OTHER SERVICED AGENCIES AND RECORDS MANAGEMENT HANDBOOK.

d. Exercise of Judgment

ROUTINE WORK IS PERFORMED INDEPENDENTLY ACCORDING TO MANUALS, REGULATIONS AND OPERATING PROCEDURE

e. Authority to Make Commitments

NONE

f. Nature, Level, and Purpose of Contacts

FREQUENT CONTACTS AT ALL LEVEL THROUGHOUT THE MISSION.

g. Time Expected to Reach Full Performance Level

ONE YEAR.

Addendum 1

70%

2. Researches and responds to vendor/customer inquiries related to payments status, fund transfer notifications or attending meetings). Distribute copies of processed vouchers to serviced agencies. Maintains a current file for all processed and approved vouchers to facilitate research. Processes journal vouchers for gasoline consumption and funds collection from various agencies. Assembles all certified vouchers and prepares them for filing. During peak Workload period and in occasional absence of an employee serves as backup.
10%

3. Processes Ambassador's and DCM's ORE staff monthly Social Security deposits. Maintains payment records and reconciles benefit payments with Social Security personnel.
10%

4. Assumes the full responsibilities of a class B cashier in his absence. Handles an advance of US Dollar 200,000 and a Turn Over of about 3.3 Millions. Performs all related functions utilizing the WIN/ACS that includes provision of cash for petty cash purchases, payment of vouchers not exceeding \$500 or emergency vouchers approved by the Management Officer, receipt of payments for accounts receivables and accommodation exchange. Coordinates with the vouchering and accounting units to verify fiscal data and funds availability.
10%