

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary School is required.

b. Prior Work Experience

Minimum one to three years Financial Experience required.

c. Post Entry Training

On the job training in Computer Operations, RFMS COAST, Voucher Examiner Course, Direct Connect, Travel Manager, WebPASS, Word/Excel/NT Explorer.

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

English Level 4 (Fluency) (Writing/Speaking/Reading) and French Level 3 (Good Working Knowledge) (Writing/Speaking/Reading) required.

e. Job Knowledge

Thorough knowledge of applicable sections of the regulations in making initial payment determination: These includes FTR/JFTR, FAM & FAH, DSSR, and Appropriation Law. Plus the Standardized Regulations of Services Agencies and procedure guidelines for the Charleston Financial Service Center.

f. Skills and Abilities

Ability to comprehend and logically and properly apply to the voucher examining process the various detailed technical program regulation, terms and conditions. Must have tact and the ability to explain clearly and convincingly the rationale for payment disallowances or penalties.

16. Position Element

a. Supervision Received

Direct direct supervision from the Financial Management Specialist, with overall supervision from the Regional Financial Management Officer (RFMO).

b. Supervision Exercised

N/A

c. Available Guidelines

Appropriate sections of Volumes 3,4 and 6 of the Foreign Affairs Manual, Standardized Regulations, Manuals of other serviced agencies and Records Management Handbook.

d. Exercise of Judgment

Routine work is performed independently according to manuals, regulations and operating procedures.

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

Distribute copies of processed vouchers to serviced agencies. Maintains a current file for all processed ~nd approved vouchers to facilitate research. Assemble all certified vouchers and prepares them for filing. During peak Workload period and in occasional absence of an employee serves as backup.

15%

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