

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, 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) required.

e. Job Knowledge

Thorough 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 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 section of volume 3,4 and 6 of the FAM, Standardized Regulations (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 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

75%

2. Maintains the Voucher Tracking System (VTS) using COAST to measure FMO Vouchering Unit performance. Monitors FMO compliance with ICASS Service Standards that includes vendor and utility payments, representation vouchers, contract modifications, allowances, travel reimbursements and travel advances. Uses the VTS to generate reports to cover payments by vendor category, time frame and employee. 20%

3. Researches and responds to vendor/customer inquiries related to payments status, fund transfer notifications or attending meetings. Provides guidance and advice to clients on voucher disallowances, voucher submission process and payment status. Provides, Prepares ICASS Workload count for all serviced agencies. 10%

4. Maintains the integrity of the RFMS travel advance accounting system through utilization of COAST financial reports, Direct Connect, and WINACS cashier reports. The intent of this process is to ensure accurate and timely reconciliation of authorized travel expenses and closure of outstanding travel vouchers. Processes Ambassador's and DCM's ORE staff monthly Social Security deposits. Maintains payment records and reconciles benefit payment with Social Security personnel. 10%