



Statement of Work

Position Title: Voucher Examiner / Travel Assistant

Department: Finance/Admin Department

Supervised by: Director, Management and Operations (DMO)

Type of position: Personal Service Contractor, Full Time

Summary

The Voucher Examiner / Travel Assistant is responsible for all aspects of Peace Corps Sierra Leone voucher examination, preparation of Travel Authorizations and review of Travel vouchers. This is a multi-function position requiring a great degree of planning, flexibility and creativity and a high degree of organization and ethics. Due to the myriad of duties required, the Voucher Examiner / Travel Assistant will need a sense of prioritization, planning and attention to detail and the ability to efficiently juggle multiple tasks simultaneously.

Description

Finance / Voucher Examiner (50%)

- Examines, analyzes, ensures eligibility and recommends for payment a variety of difficult and complex vouchers, including claims against contracts, purchase orders, grants, and complex travel vouchers. Makes independent judgment as to the accuracy and eligibility of the voucher claim presented for payment; ensures that it conforms to the payment provisions set forth in the obligation. Rejects incomplete or invalid voucher claims and returns the documents to vendors.
- Ensures that the request for payment documents are valid and accurate; the expenditures presented for reimbursement are consistent with the terms and conditions as stated in the contracts; and that they are adequately supported by proper and sufficient documentation.
- Ensures that travel and program advance requests are approved in accordance with PC Cash Management Policy and the established standard operating procedures.
- The incumbent scrutinizes vouchers and works directly with the FAs to resolve discrepancies at the lowest level and informs supervisor of unresolved issues.
- Ensures that administrative approvals, justification and/or additional supporting documentation have been obtained prior to processing claimed expenses.
- Ensures that payments are eligible under current PC guidance and made against valid obligations and sufficient funds in ForPost. Analyzes historical payment records of recurring expenses and coordinates with the Financial Assistants to provide any necessary increments/adjustments in obligated amounts.
- Ensures that all invoices are paid on time and in full compliance with the requirements of the Prompt Payment Act. Assists vendors with the prompt resolution of payment problems and/or inquiries by tracking all payments.
- Provides interpretation of applicable PC SL payment regulations, procedures and guidance to vendors regarding proposed payments.
- Assist in tracking and reconciling of Vendor Payments

Travel (40%)

- Preparation of Travel Authorizations
- Review and process Travel vouchers for PC staff and official visitors
- Dissemination of policies related to travel such as allowable travel expenses, reimbursement procedures, travel Regulations, Per Diem rates, and others.
- Coordinate with Travel Agents to ensure that travel related permissions / formalities are adhered to and also that tickets are issued in a timely manner.

- Coordinates with relevant staff to ensure that PC staff travel requirements are appropriately met
- For staff on official travel, coordinate with hosting Posts to ensure that all travel requirements are met in a timely manner e.g. sending TAs, passport information, VISA information, etc.
- Follow up on travel related invoices and payments such as those for tickets, airport transfers, visas etc
- Assists to make hotel and other travel-related reservations for official Peace Corps travelers and visitors; occasionally work with Travel Card Holder when required to use card.

Administrative (10%)

- Assist with photocopying / collating of non-cashier vouchers.
- Coordinate and track all DHL/FedEx shipment to Peace Corps HQ/GAP.
- Be knowledgeable of the Peace Corps Sierra Leone Safety and Security policies and procedures to include timely reporting of suspicious incidents, persons, or articles.
- Ensure complete confidentiality regarding all information related to PC staff, volunteers and operations.
- Serve as back up for admin staff as assigned by DMO
- Performs other duties as assigned by the DMO.

Safety and Security

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- a. Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- b. Awareness and understanding of emergency procedures at both home and office.
- c. Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.

Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Other

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

“Duties may be subject to change as determined by the Contracting Officer.”

Qualifications, Skills and Experience Required

- Education: A university degree or equivalent in Accounting, Auditing, Business Administration or a related field.
- Prior Work Experience: A minimum of 2 years of progressively responsible experience in voucher examination, accounts payables, accounting, auditing or related budget and fiscal work.
- Knowledge of MS Office computer applications (Word, Excel, Outlook).
- Experience working in a cross-cultural environment with U.S. citizens.
- Previous work for USG preferred.
- Language: Proficiency in oral and written English.