



## VOUCHER EXAMINER

An opportunity is available to work as a Voucher Examiner within the Financial Management Center at the U.S. Embassy, Canberra.

Salary: A\$71,819 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of two years of college or university studies is required.
2. Minimum of three years' experience working in a business or government in the area of accounting or bookkeeping is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Ability to work effectively in a fast-paced environment, meet deadlines, plan and organize work and assignments with minimal supervision and pay attention to detail is required.
5. Ability to read and understand financial documents and interpret regulations is required.
6. Basic knowledge on relevant local laws as they may impact on contracts, leases and other financial instruments.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **November 12, 2014**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted.*

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**POSITION TITLE: VOUCHER EXAMINER****POSITION GRADE LE- 8  
(STARTING SALARY A\$71,819)**

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**DUTIES AND RESPONSIBILITIES****Basic Function of the Position**

Incumbent is the Senior Voucher Examiner and Team Leader of five Voucher Examiner positions located in the Financial Management Center, which is responsible for processing more than 30,000 payment transactions annually. The incumbent must interpret complex regulations governing various employee allowances for 43 US Government agencies and for US Mission Australia's constituent posts. Person serves as Mission liaison between the DOS Transportation, the DOS Medical Office and GFS Bangkok or US Direct Hire personnel. Manages all executive allowance entitlements for USDH personnel under Chief of Mission authority(ORE). Is responsible for the preparation of domestic and international vendor payments. Manages OBO lease payments. Pre-certifies various vouchers.

**Major Duties and Responsibilities**

Incumbent analyzes and prepares payments for all government funded leases and related fees, including calculations of increases based on cost of living increases, maintaining current control of payment due dates and payment terms to ensure timely payment. Specific leases include official residences, offices and warehouse space. Processes, reviews and enters lease payment adjustments in DOS accounting system. The leasehold account consists of 131 leases for Mission Australia and 13 leases for PNG and incumbent processes more than 6,307,807 dollars per year for Mission Australia and 1,716,000 for PNG for leasehold payments. Assists Financial Management Analysts to prepare journal voucher entries to process accounting corrections. Works closely with GSO to maintain updated and accurate information in the the DOS lease management database. Conducts research and furnishes schedules and ad hoc expenditure reports.

25%

Incumbent uses knowledge of and experience with complex regulations and accounting classifications for each USG agency to process international and domestic travel vouchers using e2 travel system. Analyzes, audits and verifies that expenditures claimed are accurate and that travelers are in compliance with Federal travel Regulations and post travel policies. On average the incumbent is responsible for processing 5000 dollars per quarter for Mission Australia and 10,000 dollars per quarter for PNG of USG official travel to include Temporary Duty travel and Permanent Change of Station travel. Prepares and reviews Travel advance requests and claims. Reviews the requests for compliance and accuracy as in the FAM and SF 1170 guidance. Position manages Accounts Receivables, drafts, and issues Bills of Collection to agencies and their employees. Serves as the resident expert on DOS travel system and regulations.

20%

Incumbent prepares, reviews and audits payments for all expenses related to Official Residence Expenses (ORE). This includes payment of ORE salaries and benefits, overtime, bonus, allowances and severance pay. After vouchers have been verified, incumbent works with Class B Cashier and Human Resources to authorize payment prior to salary due date. Monitors and implements any employee compensation changes, works with Accounting to adjust past and future payments if required. Processes and reviews ORE reimbursement claims for Ambassador, DCM and Consuls General. Prepares and disseminates ORE expenditure reports. Works closely with the each post's Front Office and their respective administrative staffs.

20%

This position serves as the critical reviewer of the entire procurement/payment process for US Embassy Port Moresby. It is necessary to understand the procurement process, accounting process and the voucher payment process. Their work makes it possible for the Certifying Officer to approve final payment. The Voucher examiner examines all documentation for accuracy, justification and proper authorities. Position ensures that each critical component leading to the final payment is both legal and compliant with regulations, policies and procedures. Prepares, reviews, audits, and processes all domestic and international purchase orders for US Embassy PNG procurement actions. This includes reviewing background invoices for accuracy, resolving discrepancies by written and oral communication, and verification of each voucher prior to processing in the DOS accounting system (Momentum). Goods and services are checked to ensure they conform to the purchase agreement terms as to quantity and amount. Signatures of ordering and receiving officials are confirmed. Incumbent contacts procurement personnel and others to clarify issues and answer questions. If corrections and or modifications are necessary incumbent processes them. Serves as point of contact with vendors about payment issues. Helps to maintain electronic voucher file archives in Ariba and a shared folder archive.

20%

Incumbent is responsible for the pre-certification of all lease payments, travel vouchers, ORE payments and reimbursements.

10%

Incumbent serves as the Team Leader of the Voucher Examiner Section. Responsible for day to day guidance and training for other Voucher Examiners. In the absence of the Voucher Unit Chief position assumes full responsibility for the Voucher Unit. Examines and audits all vouchers processed before they are submitted for certification. Must be fully knowledgeable and capable of performing all duties described in Supervisor position description. Performs special projects and troubleshoots problems.

5%

## **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of two years of college or university studies is required.
2. Minimum of three years' experience working in a business or government in the area of accounting or bookkeeping is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Ability to work effectively in a fast-paced environment, meet deadlines, plan and organize work and assignments with minimal supervision and pay attention to detail is required.
5. Ability to read and understand financial documents and interpret regulations is required.
6. Basic knowledge on relevant local laws as they may impact on contracts, leases and other financial instruments.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus  
All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS NOVEMBER 12, 2014**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References