



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Vienna, Austria	2. AGENCY Department of State	3a. POSITION NO. A50100
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCY MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Redescription of duties: This position replaces:
 Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Recertified after review by RSC 3-21-2016

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority RSC Frankfurt	Financial/Administrative Assistant	8	CJ	2-4-2015
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION USOSCE/Office of Resource Management (ORM)	a. First Subdivision
b. Second Subdivision Financial Management Center	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Supervisor Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name Signature of Section Chief of Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with the appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION

Incumbent performs full range of financial management and budget analysis functions including budget formulation and budget execution. Incumbent leads the coordination of the unified budget payments and extra-budgetary (XB) fund contributions the United States makes to the OSCE through the USOSCE Office of Resource Management (ORM). Monitors use of all U.S. extra budgetary funds allotted to OSCE-led projects and coordinates all OSCE Secretariat and field mission funding requests. The incumbent advises management on the impact of financial issues on goals, programs, and special projects. Works independently but in close coordination with OSCE representatives and other USOSCE and State Department colleagues. Researches regulations, statutes, and policy guidance to ensure the proper use of funds and appropriate tracking of expenditures. Maintains a spend plan as well as records on incoming/outgoing note verbales and payments and provides these records to USOSCE Mission staff and State Department officials upon request. Ensures that Department funding is received and that payments are processed in an expeditious manner.

Receives extra budgetary project quarterly reports; reviews and disseminates them as appropriate. Serves as Contracting Officer's Representative (COR) for PAE-REACT contract.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Financial Management 80%

Assist ORM Director to analyze and formulate annual budget, spend plan, and reporting on all U.S. funding contributions to the OSCE. Develop reports on USOSCE budget and spending to assess achievement of U.S. policy objectives. Develop and maintain staffing data to be able to respond to queries regarding USOSCE budget and spending. Perform periodic integrity checks to ensure that ORM's financial information is up-to-date and valid.

Prepare presentations, spreadsheets, charts, and graphs as needed.

As required, interface with OSCE Secretariat staff on outstanding bills and extra budgetary funding requests and with Department of State officials on funding authorizations and status of expenditures.

B. Office of Resource Management Administration 20%

Perform administrative duties within ORM, as needed, including coordination with Washington colleagues, OSCE colleagues, and PAE-REACT contract leads (in COR capacity). Serve as backup to ORM Professional Associate and ORM Administrative Assistant as required.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Associate's degree or two years of university coursework in Business Administration, Financial Management, or related field.

b. Prior Work Experience:

One to three years of work experience in business administration, finance, budgeting, and/or contracting.

c. Post Entry Training:

PA296: Contracting Officer's Representative Course (FSI Online Training); self study: OSCE, USOSCE, PAE-REACT websites and other informational materials; self study: ORM Standard Operating Procedures

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

English fluency (Level IV) necessary.

e. Job Knowledges:

Must possess thorough knowledge of the budgeting process including financial planning and accounting rules and procedures. Familiarity with the OSCE strongly preferred. Previous experience with the U.S. Government desired but not required.

f. Skills and Abilities:

Must possess excellent analytical, organizational, and communication skills as well as Excel, MS Word, and Powerpoint skills. Must be able to work independently and to prioritize work appropriately, at times under pressure. Must be team and customer-service oriented.

Must have strong financial acumen. Must be able to prepare, monitor, and analyze budgets; develop budget documents; resolve technical budgetary issues; make recommendations regarding internal administrative, managerial, and procedural practices; and present up-to-date fiscal information in a clear, concise manner. Must be able to implement sound practices in order to help maintain effective financial tracking system.

16. POSITION ELEMENTS

a. Supervision Received:

Directly supervised by the Director of the Office of Resource Management, an FS-01 Foreign Service Office. Will be expected to work independently on non-policy related matters in the supervisor's absence and to work collaboratively with other USOSCE colleagues as appropriate.

b. Supervision Exercised:

N/A

c. Available Guidelines:

Applicable U.S. Government regulations; OSCE Staff Regulations (personnel policies and procedures); OSCE Financial Regulations, Office of Resource Management Standard Operating Procedures (SOPs); PAE-REACT System Guidelines and Operating Procedures.

d. Exercise of Judgment:

Must be able to relate resource needs to financial plans and budgets. Will regularly deal with sensitive budgetary and personnel issues and must exercise good judgment to decide when to refer more complex matters to ORM Director for action. Must be able to judge the sufficiency of obligated funds available to cover the financial transactions being requested and to take necessary action to make adjustments. Must be able to judge the adequacy of documentation and supporting information presented with financial transactions, knowing when and what kind of additional information is needed and in what form.

e. Authority to Make Commitments:

N/A

f. Nature, Level, and Purpose of Contacts:

Maintains professional level contact with various officials at the Department of State on funding issues, at the OSCE's Department of Management and Finance with regard to unified budget issues and extra budgetary contributions, at the OSCE's Department of Human Resources with regard to personnel issues, and with JMO/FMC to coordinate and manage timely U.S. unified budget payments and extra budgetary contributions.

g. Time Required to Reach Full Performance Level:

One year in addition to the experience noted under item 15 (B).