



**U.S. EMBASSY
BRIDGETOWN, BARBADOS
VACANCY ANNOUNCEMENT 15-XX**



DATE: 3 February 2015

OPEN TO: All Interested Candidates

POSITION: **Voucher Examiner, FMO, FSN-06, FP-08**

OPENING DATE: 3 February 2015

CLOSING DATE: 17 February 2015

WORK HOURS: Full time: 40 hours/week

SALARY *Ordinarily Resident:
Position Grade: FSN-06/1 BDS\$50,589.00 p.a. (Starting Salary)

*Not-Ordinarily Resident:
Position Grade: FP-08/1 US\$36,353.00 p.a. (Starting Salary)

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

The U.S. Embassy in Bridgetown is seeking an individual for the position of Voucher Examiner, in the Financial Management Office (FMO).

BASIC FUNCTION OF POSITION:

The incumbent examines “run of the mill” (i.e. average to moderately difficult and complex) invoices and other claims for payment of goods and services and prepares and/or audits vouchers. Prepares the official VAT claims, and reviews personal VAT claims for submission to the VAT office at the Ministry of Foreign Affairs. Processes billing notices and tracks accounts receivable for utilities and phone bills.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is attached to this Vacancy Announcement for ease of reference.

QUALIFICATIONS REQUIRED

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

1. Completion of secondary school or an equivalent combination of secondary and technical school is required.

2. One to two years' experience of clerical accounts maintenance, closely related accounting clerical work on voucher examination, bookkeeping, or related fiscal work is required.
3. Level IV English (speaking/reading/writing) capability is required.
4. A good basic knowledge of standardized bookkeeping and accounting procedures, processes and format, and of the purpose and use of accounting documents (such as purchase orders, invoices, and disbursements) to maintain and reconcile accounting records in the accounting system is required.

A good working knowledge of accounting terminology necessary to classify transactions in an automated accounting system is required. The ability to gain knowledge of pertinent U.S. Government regulations, specifically U.S. Department of State and associated agencies related to vouchering and accounting.

5. Incumbent is required to have the following:

- Ability to analyze accounts sufficiently to be able to detect errors and avoid over obligations.
- Ability to understand the basic requirements of applicable regulations and procedures in technical accounting or voucher examining cases.
- Skill in Microsoft Office Suite and ability to learn new accounting and procurement software.
- Skill in articulating complex issues to counterparts from other organizations.
- Incumbent must have a high level of interpersonal skills necessary to explain and gain acceptance of recommendations made to stakeholders.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate 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.

TO APPLY

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

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

2. 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.

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

SUBMIT APPLICATIONS TO:

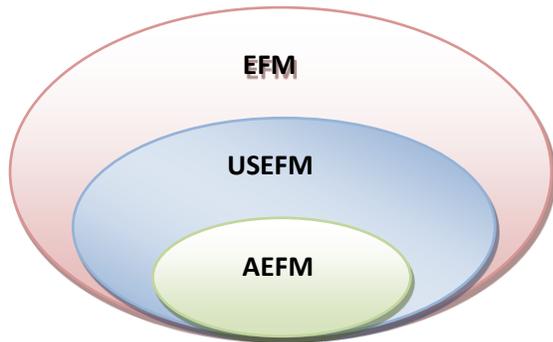
BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
February 17, 2015**

The US Mission in Bridgetown 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.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Appendix A
DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form* [OF-126](#), *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,

- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EfMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

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 (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, 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

Drafted: CRivera, HRA

Cleared: HAdams, FMO

MHunte, HRS

LFenton, RHRO

Approved: RHamilton, MO

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST AMERICAN EMBASSY, BRIDGETOWN	2. AGENCY STATE	3a. POSITION NO. C53209
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) CAJE

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Voucher Examiner, FSN-420	FSN-06	CEW	10/03/200
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)
Voucher Examiner

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
Financial Management Office

b. Second Subdivision
Management Section

a. First Subdivision
American Embassy

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Supervisor Date(mm-dd-yy)

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.

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 appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human Resources

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Examines "run of the mill" (i.e. average to moderately difficult and complex) invoices and other claims for payment of goods and services and prepares and/or audits vouchers. Prepares the official VAT claims, and reviews personal VAT claims for submission to the VAT office at the Ministry of Foreign Affairs. Processes billing notices and tracks accounts receivable for utilities and phone bills.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Vouchering

70%

- a. Date stamps and logs incoming invoices in the voucher database. Examines administrative type invoices from a variety of sources to ensure conformance with terms of original purchase orders, contracts, or authorizations. If necessary, follows up with officer to obtain corrections in documentation or clarification of invoice. Where necessary, consults regulations issued by the paying agency, selects and interprets applicable portions of regulations, and decides if requested payment is proper or should be questioned. Obtains signatures of receiving or approving officer, as necessary, and checks all computations on invoices and supporting documentation for accuracy and propriety.
- b. Prepares and, where necessary, completes vouchers for payment, including fiscal data and proper description of purpose of payment. Attaches all required supporting documentation with proper signatures. As assigned audits finished routine vouchers processed by other examiners for completeness and accuracy of presentation, compliance with regulations, propriety and required certifications.
- c. Responsible for vouchering all invoices/payments and ensures, where necessary, that appropriate reports are sent in a timely manner to other agencies as well as TAFT and Grenada.
- d. Files vouchers.

VAT

15%

- a. Prepares and submits all official VAT reimbursement requests monthly. Verifies all personal VAT reimbursements prior to submission. Tracks all reimbursement checks, calculates disbursement upon receipt of checks and passes to voucher examiners for processing. Liaises with the VAT office to resolve discrepancies and other issues related to submissions.

Utility Receivables

5%

- a. Provides back-up support for receivables process. Logs incoming invoices and disbursements received into spreadsheets. Sends out Memos to various agencies for review of personal and official calls. Accounts Receivable Folders are set up for all personal calls made. Billing Notices are then sent to employees for payment.

E-Invoicing

5%

- a. Assists in the routing of invoices for approval and the uploading of invoices into procurement and e-invoicing system

Administrative Support

5%

- a. Performs other day-to-day administrative duties not assigned, as required by the FMO.

****Note: This PD in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:

Completion of secondary school or an equivalent combination of secondary and technical school is required.

- b. Prior Work Experience:

One to two years' experience of clerical accounts maintenance, closely related accounting clerical work on voucher examination, bookkeeping, or related fiscal work is required.

- c. Post Entry Training:

Courses identified by the FMO.

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

Level IV English (speaking/reading/writing) capability is required.

- e. Job Knowledge:

A good basic knowledge of standardized bookkeeping and accounting procedures, processes and format, and of the purpose and use of accounting documents (such as purchase orders, invoices, and disbursements) to maintain and reconcile accounting records in the accounting system is required.

A good working knowledge of accounting terminology necessary to classify transactions in an automated accounting system is required. The ability to gain knowledge of pertinent U.S. Government regulations, specifically U.S. Department of State and associated agencies related to vouchering and accounting.

- f. Skills, and Abilities:

Incumbent must have the following:

-Ability to analyze accounts sufficiently to be able to detect errors and avoid over obligations.

-Ability to understand the basic requirements of applicable regulations and procedures in technical accounting or voucher examining cases.

-Skill in Microsoft Office Suite and ability to learn new accounting and procurement software.

-Skill in articulating complex issues to counterparts from other organizations.

-Incumbent must have a high level of interpersonal skills necessary to explain and gain acceptance of recommendations made to stakeholders.

16. POSITION ELEMENTS

- a. Supervision Received:

This position is under the direct and general supervision of the FSN Supervisory Voucher Examiner who provides technical advice and guidance as necessary.

- b. Supervision Exercised:

None.

- c. Available Guidelines:
Guidelines include "in house" operating procedures, Department of State Regulations, Foreign Affairs Manual (FAMS) GAO decisions, Joint Travel Regulations, FSC Charleston Operating Procedures and other agency specific regulations.
- d. Exercise of Judgment:
Regulations and procedures for this position are moderately varied in number and range from routine to moderately complex, requiring the use of some individual judgment and discretion applying them to many, but not all issues.
- e. Authority to Make Commitments:
None
- f. Nature, Level, and Purpose of Contacts:
The type of transactions and vouchers handled by this position will include purchase orders to local vendors; purchase requests or orders to US vendors; straight forward transportation vouchers for household effects shipment, vouchers for official supplies or pouch shipments, replenishment vouchers (Representation) and official residence expense services(ORE), telephone, telegraph, or utility company invoices and various other miscellaneous vouchers. Therefore, there will be contacts with other staff members of American Embassy Bridgetown and vendors as required.
- g. Time Expected to Reach Full Performance Level:
Six (6) months