

POSITION: ACCOUNTING TECHNICIAN (SR.)

BASIC FUNCTION OF POSITION

This position is located in the Financial Management Office and reports to the Financial Specialist and Financial Management officer. The position takes the responsibility of accounting for OBO-FM, OBO leases, DS-SD, DS-MSG, DS-WSU, Consular MRV, DV with the total funding of approximately \$3.4 million.

The position also takes the responsibility of allotment accounting and fund control of OBO projects based accounting, OBO- BME funding, OBO Residential & Non Residential Repair & Maintenance funding, OBO short term lease funding, all Non-ICASS DS funding, DS-MSG funds, Consular MRV, DV in the total amount of \$3.8 million approximately.

Responsibility to track and monitor disbursement vouchers for DEA, LOC, USDA (FAS) & USAID funding. Interacts directly with key management officials of supported agencies with the primary objective of preparing and disseminating financial reports to agencies, while assuring compliance with USG standardized regulations.

Other responsibilities includes ad-hoc reports as required by FMO, Management Officer and other agencies officials. Fund allocation and provide funding information for all sub-cashiers petty cash claims and vouchers for all above assigned allotments.

Provide funding information for non serviced agencies (DEA, LOC, USDA (FAS) and USAID) on all of their disbursement vouchers.

Prepare monthly fund status to core team members representing FMC on the assigned allotments. Periodically checks and clears the Suspense Deposit Abroad (SDA) account. Keys into RFMS Momentum for funding, obligation and non-cashier journal vouchers. Keys in the funding information into the other State Department softwares (Ariba and E2 Solution). Reviews weekly for accuracy of status of fund reports, 477 rejects transactions and takes corrective actions if necessary.

MAJOR DUTIES AND RESPONSIBILITIES

Maintains Funds Control for CA, OBO, Non ICASS DS, and Suspend Deposit Accounts (SDA)

Reviews for accuracy status of funds reports received from FSC Bangkok periodically and takes corrective action if necessary. Maintains OBO lease reports and other OBO reports for maintenance of F&F, M&R and other improvement requirements for Government owned properties. Performs analysis of anticipated requirements for OBO allotment. Updates Debtor/Creditor for non-cashier vendors and cashier vendors. Modifies for change of new bank information whenever necessary for EFT and assumes responsibility for timely, accurate EFT information... ..60%

Allotment accounting for all OBO funding (include: Residential & Non Residential R&M funds, Short-term lease hold funding, FM manager related funds), CA – MRV funding and Non ICASS DS funds (include: MSG, WSU, SD) . Establishes adhoc reports and cost analysis when requested by Financial Specialist, Financial Management Officer and sections/agencies heads. Maintains accounting Controls cuff records for all OBO funds and Non-ICASS DS. Conducts weekly review of the status of funds for each allotment managed and alerts the FMO team and supporting agencies' head to problems, trends and needed changes. Prepares quarterly obligation for payroll, leases, utility and other recurring cost based on an analysis of historical transactions. Reviews the rejected transaction report in COAST daily and

coordinates with GFS Bangkok Accountants to solve accounting and financial problems such as rejected 477 transactions etc...**25%**

Coordinates with the Budget Analyst, Voucher Examiner and Cashier in checking for correct and proper fiscal data on all vouchers including Transportation, pouch charges and petty cash claims.
Back-up accounting for Jr. Accounting technician. Serve as Alternate Cashier ..**15%**