

## **POSITION: ACCOUNTING TECHNICIAN**

### **BASIC FUNCTION OF POSITION**

Responsible for OBO, DS-LGP and Representation accounts, obligations and disbursements; DEA disbursements. Periodically Suspense Deposit Abroad (SDA) account.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Maintains Funds Control Ledgers (FMC-136) for OBO, DS-LGP, Representation, Suspend Deposit Accounts (SDA) and Transportation payments. Back-up for ICASS and Program funding accounting. Prepares Advice of Allotment and obligations (FMC-90T) for OBO and Representation. 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....40%

As a back-up to Financial Analyst, will manage the Program funding allotment starting in April 2010...15%

Audits transportation invoices and prepares transportation payment vouchers on HHE, unaccompanied baggage, air freight, sea freight and pouches for all agencies. Also audits packing charges invoices and prepares payment vouchers for all departing employees of all agencies. Reviews advice of charge for shipping cost (FS-477) reports twice a month and acts on incorrect data for correction and in transit amount for processing. Also handles MRV & DV allotments and payments...25%

Prepares payment vouchers for OBO, DS-LGP, DEA, as well as State petty cash replenishment vouchers. Prepares representation fund status report monthly and also prepares representation reimbursement vouchers. Coordinates with the Financial Assistant in checking for correct and proper fiscal data on all vouchers for Transportation and pouch charges. Performs as alternate Class "B" Cashier in the absence of Principal Class "B" Cashier....10%

Picks up and sends mails. Performs as alternate person to cover incoming calls for B&F in the absence of Accounting Maintenance Clerk and back-up PSU POC...10%