

POSITION: ACCOUNTS MAINTENANCE CLERK

BASIC FUNCTION OF POSITION

Responsible for maintaining accounting records. Audits and prepares utilities (electricity) vouchers for Government owned and short term Government leased houses. Prepares telephone payment vouchers for all agencies both official and American employees' personal telephones. Prepares monthly bills for personal electricity, annual, local and overseas telephones calls, gasoline and diesel used any other bill like excess baggage, HHE for transfer employees.

MAJOR DUTIES AND RESPONSIBILITIES

1. For PD and USDAO: Maintains funds control ledgers (FMC 136). Prepares FMC 90T (Advice of Obligations). Prepares petty cash replenishment vouchers for payment. Reviews for accuracy FMC 60 (Status of Funds) and FM62 (Status of Obligation) immediately upon receipt from FSC Bangkok...**45%**
2. Audits and prepares utilities vouchers and maintains control records for all Government owned and short term Government leased houses for all agencies. Prepares telephone payment vouchers for all agencies both official and American employees' personal telephones. Also POV gasoline bills and generator diesel bills and any other payment that requires bills. Goes to Posts and Telecommunication Office to make payment, which takes one to two hours. Keys in cash payment vouchers into RFMS-LANS system...**45%**
3. Makes required changes in FAMs of State/PAS/DAO and JTRS. Maintains incoming and outgoing correspondence and miscellaneous files for Financial Management Office. Performs annual records dispositions duties. Covers all incoming telephone calls as a Receptionist of Financial Management Office...**10%**