

POSITION: ADMINISTRATIVE CLERK (FMO)

BASIC FUNCTION OF POSITION

Serves as a focal point of the FMO section. Provides management and secretarial assistance to the Financial Management Officer (FMO). Performs administrative, clerical, typing and filing. Contacts and coordinates among various Embassy personnel, Banks, Telecom (MPT), Electric Enterprise, Internet Service Providers and local businesses. Serves as the designated handy person to pay the bills to Local government offices and banks. Serve as back up T&A timekeeper for section. Other duties as instructed by the FMO.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under the direction of the FMO, contacts and coordinates among FMO sections, other sections under Management, and other various Embassy Personnel, both Americans and FSNs. Communicates with appropriate MFTB, MPT, YESB and other government offices on FMO-related issues. Maintains contacts with local businesses: vendors, hotels, other service providers. Serves as a point of contact for the FMO Section. Advises mission personnel of FMO policies, procedures, and regulations. Maintains and updates the FMO's calendar, schedule appointments and meetings. Coordinates section-wide meetings and events schedule. Ensures that FMO is aware of schedules and makes revisions as necessary. Performs secretarial work for the FMO. Prepares the FMO announcements, files FMO documentation, and creates USDH personnel file records. Reviews incoming cables and correspondence, determines distribution and takes independent action consistent with FMO policies. Controls access to FMO office, deciding which visitors and phone calls he/she must see or talk to. Handles non-cashier voucher digital files. (45%)
2. Conveys instructions and directives to FMO units. Coordinates with these sections to obtain information required by the FMO. Provides translation of documents from English to Burmese and Burmese to English when required. Typing in Burmese is also performed. Acts as a backup Housing Supervisor communicating with landlords and corresponding with the Overseas Building Operations office. Submits all FMO Notice/Instructions/Announcements to the Webmaster for posting on Embassy website. Assists Embassy employees with liaising with Internet companies. (5%)
3. Serves as Designated Billing Office staff (DBO) for FMO, works closely with GSO on maintaining appropriate levels of invoice payment for FMO needs. (20%)
4. Backup for Time and Attendance and overtime bi-weekly reporting records for FMO section for bank submission. (10%)
5. Serves as Assistant Class B cashier and backs up or assists with cashier duties as needed. (15%)
6. In many instances, personally provides the necessary guidance or information. Follows up with staff members to insure that various commitments are made. Other duties as needed. (5%)