**POSITION: VOUCHER EXAMINER**

**BASIC FUNCTION OF POSITION**

As the key POC for all vouchers processing with the PSU, and digitization of all of FMO files. As Voucher Examiner, the jobholder is responsible for processing Travel Reimbursement Voucher/Travel Advance, prepare and process hotel, airfare and car rental payments, and pre-auditing/processing bank transfer ( non-cashier payment) vouchers for vendors, through the Accounting system (Momentum ). Post Payroll Liaison and Main timekeeper to control the overall operation of WIN T&A for post Rangoon. . Reports to MED/EX status of liquidation on medical travels. Serves as one of the FMO team. Provides good customer service for customer satisfaction.

**MAJOR DUTIES AND RESPONSIBILITIES**

Responsible for examining, computing and preparing in-country travel vouchers for all agencies at post. Audits invoices and prepares payment vouchers on air fares for all agencies. Prepares travel advance application for both International and In-country travels. Responsible as the key point of contact, checks all vouchers before transmit to PSU, according to the check list for completeness, and scans all documents and sends via email to PSU. Timely PSU payment on all types of vouchers,
to reduce rejection. Properly records overall completed payment and obligation documentations submitted to PSU. Reviews outstanding travel advance accounts regularly. Also, reviews Washington allotment (9059) outstanding travel advance quarterly report and reports status of collection to Department. Computes and processes Medevac and Dentavac travel reimbursement voucher, prepare cable to notifying MED the actual cost of per diem and airfare when travel completed.
Prepares the JF-55 advance of Pay for American employees (departing post and for new arrivals) upon request from employee. Calculates the computation of the advance amount, the pay back rate, and the accounting data. Scans and sends all payroll documents to FSC Charleston, SF-1190, W-4, Advance of Pay JF-55, Allotment of Pay, SF-1199A, etc. Resolves all employee payroll problems with Charleston Payroll (CFSC) and Bangkok Payroll (GFS-Bangkok). Allowances and differentials. Keeps track and prepares cables to stop and to start allowances when traveling to the U.S. for any period of leave (including R&R), consultations, medical travel, etc according to allowance regulations. Keeps track and prepares Charge' Pay cables upon departure and arrival to and from post. …40%

Organizes and files all PSU processed vouchers and all other FMO records to digitized filing system. Prepares all correspondences relating to travel as necessary. Prepares memo(s) to employees to remind insurance claims relating to hospitalization medical expenses, keeps track on refunds to U.S. Government and maintains records in the files. Prepares cable to FSC Charleston for Post Differential termination and resumption as well as Chargé pay. Performs and solves payroll problems. Coordinates with the Financial Assistant in checking for correct and proper fiscal data and calculates per diems for obligations on all vouchers for travel reimbursement and airfare. Examining, computing and preparing all in-country FSN travel reimbursement vouchers/travel advances for in-country and international travels for all agencies (STATE, DAO, AGRI, LOC, DEA & USAID). Consulting travel and allowance regulations, applying applicable regulations and restrictions and determining the validity of the requested payment. Examines difficult and complex vouchers for PCS travels. Provides advice to travelers submitting vouchers for payment. Maintains records of all travel vouchers, outstanding advances and Unliquidated travel obligations, ensuring that travel obligations are adjusted as necessary. Reviews outstanding travel advance accounts and send reminders as needed. Prepares travel advance for all employees at post and attached with their Evacuation Orders. Updates as soon as new employee arrived at post. …40%

As the Main timekeeper, responsible for the overall operation of WIN T&A application submission for employees at Post. Checks and computes time and attendance, leave report, overtime, comp-time and reviews the supporting documents on time and attendance report (DS-1934) for Americans, FSN and PSA employees prior to FSC Charleston and FSC Bangkok submissions. Responsible for the operation of the WIN time and attendance application. Consolidates Time and Attendance reports, transforms to cable format and sends telegrams to FSC Charleston for Americans and FSC Bangkok for FSN/PSAs. Checks and coordinates DS-1734 (Time and Attendance report) forms. General guidance to using WIN T&A for new time-keepers, and performs duties of section timekeepers when they are absent. …….20%