

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Minimum 1 to 3 years financial experience.

c. Post Entry Training

On the job training in Computer Operations, RFMS COAST, Voucher Examiner Course, Direct Connect, Travel Manager, WebPASS, Word/Excel/NT Explorer.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level 4 English (Fluency) Writing/Speaking/Reading and French Level 3 (Good Working Knowledge) Writing/Speaking/Reading are required.

e. Job Knowledge

Thorough knowledge of applicable sections of the regulations in making initial payment determination: These includes FTR/JFTR, FAM & FAH, DSSR, and Appropriation Law. Plus the Standardized Regulations of Services Agencies and procedure guidelines for the Charleston Financial Service Center.

f. Skills and Abilities

Ability to comprehend and logically and properly apply to the voucher examining process the various detailed technical program regulation, terms and conditions. Must have tact and the ability to explain clearly and convincingly the rationale for payment disallowances or penalties.

16. Position Element

a. Supervision Received

Direct Supervision from the Financial Management Specialist, with Overall Supervision from the Regional Financial Management Officer (RFMO).

b. Supervision Exercised

n/a

c. Available Guidelines

Appropriate sections of Volumes 3,4 and 6 of the Foreign Affairs Manual, Standardized Regulations, Manuals of other serviced agencies and Records Management Handbook.

d. Exercise of Judgment

Routine work is performed independently according to manuals, regulations and operating procedures.

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Frequent contacts at all levels throughout the Mission.

g. Time Expected to Reach Full Performance Level

One year.

Addendum 1

The rules governing Business Class travel add another complication to this work.

2. Preparation of all travel advances. Based on the Travel Authorization prepared by Travel section prepare travel advance to provide for 80% of expected travel expenses (100% on an exception basis). Process the payment as either an EFT using Momentum-Direct Connect or as a cashier payment.
3. Collection and control over unused airline tickets. Turn the tickets over to the appropriate travel agency. Ensure that collection is made and properly credited for the returned tickets.
4. Assistant Class B Cashier holding cash advance varying from US \$30,000 to the full amount of the cashier accountability (currently US\$145,000). She takes over the full accountability for all periods of extended absence of the Class B Cashier. The cashier accountability is controlled using Automated Cashier System (ACS) a sophisticated program maintained by Charleston Financial Service Center. 25%
5. Preparation of vouchers for payments of educational allowance. Make sure that payment is within authorized maximums and are for authorized expenses taking into account dependents with documented special needs. 10%
6. Payment of other allowances
7. Payment of miscellaneous items as assigned specifically or items that are closely related to the above-listed items. 10%
8. Review all management cables on WEBGRAM copy those which are related to Financial Management activities and forward them to FMC staff electronically each morning. Determine the USDO exchange rate and circulate it to FMC staff.
9. Gathering of data related to Prompt Payment Act compliance on a quarterly basis and preparation of timely PPA cables. 5%
10. Other duties as assigned.