

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 16-04(D)	SUBJECT: VOUCHER EXAMINER Full Performance Grade VA 16-04 Development Grade VA 16-04(D)	February 17, 2016
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OPEN TO: All Interested Candidates / All Sources

POSITION: Voucher Examiner

OPENING DATE: 02-17-2016

CLOSING DATE: 03-06-2016

WORK HOURS: Full-time, 40 hours/week

SALARY: Ordinarily Resident (OR): **Full Performance Grade: FSN-6** 354,871.00 DKR
NOTE: Developmental grade of FSN-5 341,577.00 DKR
Not-Ordinarily Resident (NOR): FP-8 Step 1 \$36,837.00*
**Final grade/step for NORs will be determined by Washington.*

Applicants applying for Vacancy Announcement (VA) 16-04 will be considered for both Vacancy Announcements (VA 16-04 & 16-04(D)). Therefore, applicants need only apply for one of these two announcements to be considered."

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A for definition*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Copenhagen is seeking eligible and qualified applicants for the position of Voucher Examiner within the Management Section, Financial Management Office.

BASIC FUNCTION OF POSITION

Prepares all types of non-cashier vouchers for payment from simple to complex involving purchases of goods and services, contracts, U.S. government grants, travel advances, representation Official Residential Employees (ORE), and other miscellaneous payments. Ensures that they meet proper statutory requirements in relation to supporting documentation, required approvals, and the receipt of goods and/or services being billed.

DEVELOPMENTAL GRADE QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of secondary school, High School, Danish Gymnasium or 9th grade plus EUD/EUX business certificate.
2. **EXPERIENCE:** Two years of financial clerical experience required.
3. **LANGUAGE:** Level III written and spoken English (good working knowledge). Level III written and spoken Danish (good working knowledge). (This will be tested.)
4. **SKILLS AND ABILITIES:** Good interpersonal skills and the ability to be flexible and work independently and as part of a small team. Ability to interpret and explain guidelines and procedures. Proficient user in word processing and spreadsheet programs, Microsoft Word and Excel. Experienced user in processing payments via electronic financial systems. (This will be tested.)
5. **JOB KNOWLEDGE:** Basic accounting principles and fiscal policies

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities can be found at the end of this announcement or you may contact the Human Resources Office at: CopenhagenHRVacancy@state.gov

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website. (See "For Further Information" above); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE in the same order, **and**
3. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.), **and**
4. Write a Statement of Interest where you explain why you are applying.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY: **Submit your application to:**
Human Resources Office **HR Office, U.S. Embassy, Copenhagen**
E-mail Address: CopenhagenHRvacancy@state.gov

The Universal Application form is available at the U.S. Embassy Copenhagen internet:
<http://denmark.usembassy.gov/about-us/jobs.html>

Your e-mail must state the vacancy announcement number and your name in the subject line.

CLOSING DATE FOR THIS POSITION:
March 6, 2016

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State

also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Vacancy Announcement

U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: VA 16-04(D)	SUBJECT: VOUCHER EXAMINER MAJOR DUTIES AND RESPONSIBILITIES (Full Performance)	DATE: February 17, 2016
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MAJOR DUTIES AND RESPONSIBILITIES

Prepares all types of non-cashier vouchers for payment from simple to complex involving purchases of goods and services, contracts, U.S. government grants, travel advances, representation, ORE, and other miscellaneous payments. Ensures that they meet proper statutory requirements in relation to supporting documentation, required approvals, and the receipt of goods and/or services being billed.

Examine a wide range of simple to complex vouchers and invoices submitted for payment to ensure that the guidelines laid out in 4 FAH 400 in relation to supporting documentation, required approvals, and the receipt of goods and/or services being billed have been met. Using computer based systems route invoices for follow up action and approvals as required, and submits invoices and other claims for payment to the Global Financial Services Post support Unit for examination, certification and payment.

As Alternate Class B Cashier performs cashier duties during absence of the Cashier. When performing cashier duties this includes responsibility for safe custody of a \$10,000 cash operating advance. As alternate cashier responsible for up to Dkk1,000 in cash operating advance.

Examination of post travel advance claims and staff reimbursement claims for all agencies at post using the Department of State G eTravel system. Ensure that claims meet the requirements set out in either 4 FAH 400, in relation to supporting documentation and required approvals, or the Federal Travel Regulations (FTR), Joint Federal Travel Regulations (JFTR) and 6 FAM and 6 FAH.

Maintain accounts receivable spreadsheet. Enter debts and collections and inform Financial Specialist if any debt is older than 30 days. Assist with preparation of VAT and Energy Tax refund claims when necessary. Other Duties as directed