

## **VOUCHER EXAMINER/STATE ALT CASHIER, FSN-6**

### Major duties and Responsibilities

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Under the direct supervision of the Voucher Examiner Supervisor (Position S-8). Examines and audits complex vouchers for disbursement through the US Disbursing Officer. Provides vouchering services for the State Department and other agencies: Program, ICASS, MRV, DS (MSG, SEO/STS, WSP, SD, RESIDENTIAL SECURITY, BODYGUARDS and MOBILE PATROL) monthly National Police salary and allowances, 8 Purchase Credit Cards. Prepares vouchers for: PROGRAM, ICASS, DS (MSG, SEO/STS, WSP, SD, RESIDENTIAL SECURITY, BODYGUARDS AND MOBILE PATROL, MSG, monthly National Police salary and allowances, 8 Purchase Credit Cards to include appropriate fiscal data and proper description of purpose of payment; ensures that required supporting documents are attached and bear proper signatures. After the voucher examination process, the incumbent enters the information into the RFMS (Momentum) system. Serves as the administrative lead for the FMO Management Control Program. In accordance with the Financial Managers Financial Integrity Act, provides input for protection of financial data and maintains the integrity of financial files through periodic review of the vouchering database. Prepares, reviews and process Special Project Coordinator positions: Prepares Journey vouchers (1017) by pay period for funds transfer to DOS and other agencies based on a report prepared by HRO. Journey Voucher for Payroll transfer (LES and Americans) for all agencies.

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Prepares payment and reconciles 10 Mission's Purchase Credit Cards accounts. Process payments for Language training Program for all Agencies and FSI funding. This position is responsible of designing processing mapping for all operations in the FMO sections. Scans all vouchers processed for electronic file into E-Voucher. Notifies all vendors on payments status of outstanding invoices. Prepares workload counts for Vouchering cost center for non-serviced agencies on quarterly basis. Performs any other duties as requested by the FMO and/or the Financial Specialist.

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Perform cashier duties as substitute for Class B cashier during normal cashier operations, temporary or long-term absences and in emergency situations. Has a permanent advance of \$10,000. The incumbent of position is the substitute for the Class B Cashier for all agencies resident in El Salvador, except Peace Corps. Performs cashiering duties during auction sales for the Mission. Responsible for administering cash transactions (i.e., disbursement, examination, receipt, replenishment and safekeeping.) Performs a variety of cash transactions, such as petty cash payments, travel advances, travel vouchers, representation vouchers and emergency cash payments, collections, deposits and accommodation exchange. Provides guidance to 15 sub cashiers.