

## Addendum 1

### - Invoice Liaison and Coordinator (70%)

In charge of receiving an average of 50 invoices on a daily basis: Audits and pulls purchase orders from ILMS (ARIBA) to match with invoices, on a daily basis. Requests approval in the invoice from all agencies and works in coordination with Procurement to get the proper documentation for processing. Coordinates with Warehouse and requests receiving reports for items purchased.

On a daily basis, follows up via e-mail and phone calls with vendors, agencies, procurement and warehouse on status of unprocessed invoices and receiving reports.

Keeps accurate records in excel database on all invoices received and enters all the necessary information to follow the process required in order to avoid lost invoices, errors and duplicate payments: vendor name, PO number, invoice number, dollar amount, name of contact employee in each section for approval of invoices.

Main contact for vendors for any request of additional support documentation if needed.

Monitors and follows up invoices with vendors and agencies in order to meet ICASS Services Standards and to avoid late payment fee as per the Prompt Payment Act. Maintains a file for all invoices waiting on agencies approval.

### -Voucher Examiner: 30%

Examines and audits moderate to complex vouchers for the payment and all other charges for the State Department and other agencies: OBO, MCC, STATE/INL AND INL/ILEA, SDA account and TELEMovil payment for the Mission..

Electronic Funds Transfer (EFT) payments to all local vendors: enters account information into RFMS (Momentum) for all vendors (International and local) and for Mission employees on a daily basis. Keeps control of all accounts, checking with the local bank to avoid payment rejections and data entry in Direct Connect (Momentum).

VIP visits (not Post funds): CODEL, TREASURY, AMBASSADOR VISITS, STAFFDEL. Control of funds: assigns availability of funds to POs, GSO work orders and travel authorizations.

Vouchers for local hospitalization and physical payments: prepares a cable to MED/WASH reporting all expenses incurred. Also, prepares a letter of bill for collection for employees with copies of all the bills for submission to employee's insurance company. Follows up with employee on insurance reimbursement and submits a final cable to MED/WASH.

Examines and audits a variety of difficult and complex invoices and other requests for payment of goods and services to ensure that payments are authorized and legal. Prepares and/or audits the vouchers 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 into Direct Connect (Momentum).

Scans all vouchers processed for electronic file into E-Voucher. Notifies all vendors on payments status.

Maintains files of original non-cashier vouchers.

In charge of the Accounts Receivable Program: follows up on unpaid bills (except cell bills), enters the info of the bill and also enters the collection number once the bills are paid.

Prepares ICASS workload counts for the vouchering cost center for non-serviced agencies on a quarterly basis.

Provides back-up for utility payments.

Performs other duties and assignments as required.