

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

**Position Title and Series Code:** Assistant Voucher Examiner /410, PSA-05-FP-09

**Open To:** All Interested Candidates - All sources

**Vacancy Opening Date:** June 16, 2015

**Vacancy Closing Date:** June 29, 2015

**Work Hours:** Full-time; 40 hours/week

## **Basic Function of Position:**

The incumbent works under the day-to-day guidance of the two Voucher Examiners as the third Voucher Examiner and as the voucher section file clerk, examining invoices and preparing vouchers for payment, as well as performing all scanning and filing for the section.

## **Major Duties and Responsibilities:**

Examines invoices from a variety of sources to ensure conformance with terms of original contract or authorization for State. Prepares vouchers for payment and attaches all required supporting documentation with proper signatures.

Tracks invoices received by the section and payment status. Ensures that payments are made on time.

Maintains local vendor files. Liquidates the Accounts Receivable system. Reviews bills for accuracy and for payment. Maintains contacts with commercial institutions, vendors and other agencies for Embassy business. Maintains files for B&F section.

**100%**

## **Qualifications Required for Effective Performance:**

### **Education:**

Completion of High School is required.

### **Prior Work Experience:**

Two years' experience in an office environment is required.

**Post Entry Training:**

On-the-job training will be provided. Proficiency in using MS Word, Excel, and Outlook is required.

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

Level III English (Good Working Knowledge) is required Level IV French (Fluent) is required.

**Job Knowledge:**

Must have good oral communication skills, tact, and ability to comprehend and apply detailed regulations and procedures of the voucher examination process.

**Skills and Abilities:**

Ability to work in a high-stress, high-volume environment is required.

**Position Elements:**

**Supervision Received:**

Receives supervision from Financial Specialist, and in her absence, from the Financial Management Officer. Receives day-to-day direction from the Voucher Examiners.

**Supervision Exercised:**

N/A

**Available Guidelines:**

Applicable Department of State regulations including: Federal Acquisition Regulations, Department of State Acquisition Regulations, Federal Travel Regulations, Foreign Affairs Manual, Foreign Affairs Handbook, and other online resources.

**Exercise of Judgment:**

Substantial in examining vouchers for payment, in assigning accounting classification, and in informing supervisor when problems and/or discrepancies occur.

**Authority to Make Commitments:**

N/A

**Nature, Level and Purpose of Contacts:**

Working-level contacts with local businesses and all vendors. All levels of contacts within mission.

**Time Expected to Reach Full Performance Level:**

Six months