

## **INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Position Title and Series Code: Accounting Assistant and Voucher Clerk -410

Basic Function of Position: Assist the Accounting Technician in maintaining all post held allotments and with reporting requirements. Position requires mastery of RFMS and COAST to manage allotments, obligations, and adjustments in addition to overseeing funds control. Assists the Voucher Examiners in examining invoices and preparing vouchers for payment. Serves as alternate cashier.

Major Duties and Responsibilities:

70% of Time: Assists in maintaining all accounts and ensures that allotments provided by agencies are properly controlled and executed within funding limitations. Assigns fiscal data to all types of obligating documents. Ensures that assigned fiscal data is accurate and complete for all funding requests. After ensuring availability of funds, forwards all documents to FMO for certification of availability of funds. Establishes obligations in Momentum and makes adjustments on transactions as necessary using the accounting software. Run daily reports in COAST, ensure that obligations exist before vouchers are processed. Maintains automated accounts and records to ensure that data is consistent with appropriation law and keeps all necessary documents for answer queries from agencies, mission officers and auditors. Enter payment information in ARIBA. Manage accounts receivable.

25% of Time: Serve as Voucher Clerk. Will assist the voucher examiners by preparing vouchers, identifying the correct funding sources, distributing invoice costs to appropriate fund cites and completing necessary work to facilitate data entry and payment by voucher examiners. Send vouchers to PSU. Respond to payment verification and perform other follow-up for payments. Assist with archiving of paid purchase orders. Follow up on VAT refunds.

5% of Time: Other duties as assigned.