



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>GUATEMALA</b>	2. Agency <b>STATE</b>	3a. Position Number <b>312201 100134</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes  No

4. Reason for Submission

- a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_ , (Title) Accountant (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- b. New Position \_\_\_\_\_
- c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Financial Specialist / FSN-402	FSN-11		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Financial Specialist	7. Name of Employee
8. Office / Section Financial Management Office	a. First Subdivision Management Office
b. Second Subdivision Financial Management Office	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position  _____ Printed Name of Employee  _____ Signature of employee      _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position  _____ Printed Name of Supervisor  _____ Signature of Supervisor      _____ Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position  _____ Printed Name of Chief of Agency Head  _____ Signature of Section Chief or Agency Head      _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      _____ Date (mm-dd-yyyy)
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**13. Basic Function of Position**

Incumbent serves as technical advisor to the Financial Management Officer (FMO), Management Counselor and representatives of some 27 ICASS agencies/offices, several of which have regional operations headquarters in Guatemala. The incumbent supervises all financial operations staff, including accounting, payroll and allowances, vouchering and accounts payable. The incumbent is an Accountable Officer and serves as Alternate Certifying Officer, and has the authority to perform cash verifications. Incumbent provides budget formulation and financial plan execution and serves as back-up to the FMO.

#### 14. Major Duties and Responsibilities

\_\_\_\_\_ % of Time

**The incumbent is responsible for the below duties for the Department of State and other serviced ICASS agencies:**

1. (15%) ACCOUNTING: Oversees the accounting and funds control processes (without Funds Availability signatory authority). Ensures strict application of statutory and regulator requirements. Ensures staff observe internal controls. Coordinates staff training and liaises with services agencies including agency heads at post and Washington representatives. Ensures adherence to reporting requirements. Directly supervises five LES Accountants.
2. (10%) PAYROLL AND ALLOWANCES: Oversees the American and LES payroll and allowances operations. Liaises with the GFS Charleston Payroll Liaisons as required. Provides guidance to the payroll liaison/voucher examiner.
3. (35%) VOUCHERING: Oversees the Accounts Payable operations. Certifies all types of payment vouchers up to US\$2,500. Oversees the payment of all types of vouchers for all subscribed ICASS agencies. Supervises five Voucher Examiners.
4. (10%) CASHIERING: Serves as the Mission's liaison with the USDO bank for all issues including consular collections, direct deposits and EFT transfers. Supervises Cashier operations in the absence of the FMO.
5. (25%) BUDGETS AND FINANCIAL PLANS: Advises the FMO and Management Counselor on the merits of budget and financial plan requests, and recommends alternative means of accomplishing goals. Assists the accountants in preparing budgets, especially with the more difficult analysis (i.e. forecasting exchange rate fluctuation impacts, annualizing costs, and calculating the impact of anticipated wage and price increases.)
6. (5%) GENERAL MANAGEMENT: Advises the FMO and Management Counselor on the complete range of management issues. Undertakes and/or assists with unusually difficult projects especially those for which standard operating procedures do not exist. Stays current on technological and regulatory developments, making recommendations to post management and implementing new business practices. Coordinates the input of the Mission Strategic Resources Plan (MSRP) resource tables.

#### 15. Qualifications Required For Effective Performance

- a. Education  
Bachelor of Arts Degree in Accounting or Finance is required.
- b. Prior Work Experience  
At least 10 years of progressively responsible experience in administrative work including significant accounting and financial responsibilities.
- c. Post Entry Training  
Appropriations Law Course (FSI).
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).  
Level IV Spanish Required  
Level IV English Required
- e. Job Knowledge  
USG statutes, e.g. Anti-Deficiency Act and Prompt Payment Act. DOS Regulations e.g. 4 FAM and DSSR. Special authorities of ICASS serviced agencies; e.g. FTR and JFTR. Expert knowledge of information systems, e.g. WinACS, Momentum, COAST Encryption, e2, Ariba. Guatemala banking law and labor/retirement benefits laws. Good general grasp of the Mission goals as articulated in the MSRP. Good working knowledge of the USG accounting structures of serviced agencies.
- f. Skills and Abilities  
Excellent interpersonal skills for customer service, staff management and working with senior American staff. Quantitative analytical skills for financial analysis. Verbal analytical skills for regulation interpretation and other written communication. Ability to draft in English and Spanish.

#### 16. Position element

- a. Supervision Received  
Direct supervision by the FMO. Indirect supervision by the Management Counselor.
- b. Supervision Exercised  
Directly supervises ten LES positions: five accountants, one Payroll Liaison/Voucher Examiner, four Voucher examiners and one Cashier. The incumbent makes assignments, provides instructions as to how to perform the work, provide general guidance on problems, and reviews completed work.
- c. Available Guidelines  
Department of State Standardized Regulations, FAH's, 3 – 4 and 6 FAM, ICASS handbook, WHA management policy instructions, RFMS Manuals, Telegraphic Instructions, Mission Policies and Agency Guidelines, Inter and Intranet web pages. 3FAM, 4 FAM, Standardize Regulations, State Department Budget Instructions cables, FMO Memos, LAN\_SPFMS operations Manual, ICASS User Manual.



- d. **Exercise of Judgment**  
Exercises a high degree of judgment. Personally liable for the payments which s/he certifies. Sets priorities for self and FMO staff..
- e. **Authority to Make Commitments**  
Has certifying authority up to USD 2,500.00.
- f. **Nature, Level and Purpose of Contacts:**  
Meets with representatives of ICASS agencies and makes decisions on how to meet special needs, consulting with the FMO and/or Management Counselor as necessary. Represents the FMO for purposes of unusually difficult problems, establishing and modifying procedures, and in meetings with ICASS agency representatives, agency heads, GFS, and local banking representatives.
- g. **Time expected to Reach Full Performance Level**  
One year

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