



# 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	3a. Position Number <b>312201 A100679 (A53-203-420-7)</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) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- b. New Position \_\_\_\_\_
- c. Other (explain) Position vacant, requires classification in MClass to recruit.

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Voucher Examiner, 420	FSN-7		6.21.16
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Voucher Examiner / Payroll Liaison	7. Name of Employee
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8. Office / Section	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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<p>9. This is a complete and accurate description of the duties and responsibilities of my position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</p> <p style="text-align: center;">Signature of employee      Date (mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position</p> <p>_____</p> <p style="text-align: center;">, Supervisory Voucher Examiner</p> <p>_____</p> <p style="text-align: center;">Signature of Supervisor      Date (mm-dd-yyyy)</p>
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<p>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</p> <p>_____</p> <p style="text-align: center;">, FMO</p> <p>_____</p> <p style="text-align: center;">Signature of Section Chief or Agency Head      Date (mm-dd-yyyy)</p>	<p>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.</p> <p>_____</p> <p style="text-align: center;">RHRO</p> <p>_____</p> <p style="text-align: center;">Signature of Admin or Human Resources Officer      Date (mm-dd-yyyy)</p>
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**13. Basic Function of Position**

Processes, examines, and audits invoices and other documents which require payment in US or local currency for services and other expenses. Determines whether or not these vouchers are legal, correct and property for payment and ensures that the strip code on the voucher payment is correct and forwards a proper voucher for certification in the RFMS software in a prompt and timely manner.

Services as the Payroll Liaison with the Charleston Financial Center for Serviced Agencies, which includes managing the WinT&A system for locally employed staff (LES) and US direct hires (USDH).

## 14. Major Duties and Responsibilities

### **VOUCHER EXAMINATION 60% of Time**

Pre-audits the vouchers to ascertain the following:

- Whether the voucher has the appropriate documentation to carry out the three-way match (Purchase Order, receiving report and invoice) or if it has been signed by the Head of each Agency or designee to authorize payment.
- Whether the currency amount of payment and name of payee are correct.
- Whether the payment is not a duplicate.
- Whether quantities, prices and total are accurate.
- Whether the cash, trade, quantity or other discounts have been taken, and if not, reasons are stated in document.
- Whether the goods or services received were in accordance with the agreement as evidences by receiving report.
- Whether the appropriation or fund from which the payment will be made is available for that purpose.
- Whether proper forms of documentation were used.
- Whether the appropriate backup documentation is attached.
- Whether the expenditure was incurred during the time period for which appropriation is available.

Vouchering includes:

- Completing SF1190 for all new American employees. This includes obtaining the necessary signatures on the form.
- Reimbursement for curtain and carpets allowance.
- Reimbursement for supplementary education allowance (special education, therapy).
- Processing payment of Temporary Quarters Subsistence Allowance (TQSA) for the Department of State and for the Department of Defense.
- Processing payment for Education Allowance to local schools used by USDHs
- Preparing the Education Allowance Questionnaire.
- Processing payment of rent and utilities for American Employees under LQA and housing pool.
- Wages and food allowance of Official Residences staff. Calculates ORE contribution and deducts expenses pertinent to the Ambassador's residence and the Deputy Chief of Mission.
- Processing reimbursement for ORE expenses for the Ambassador's residence and the Deputy Chief of Mission residence.
- Prepares monthly expense reports for official residences for presentation to Management Counsellor, Ambassador and DCM.
- Preparing documentation and processing payments for Health & Life insurance for ORE Staff.
- Preparing documentation and processing payments of the Government and ORE staff contribution for the Social Security Plan.
- Payment for several contracts as the Local Guard Contract, Gardening, Janitorial, Garbage removal, photocopier rental and maintenance of elevators.
- Utilities vouchers for STGL and Govt. Owned Residences for State and agencies facilities, also updates log of payments. (electricity, city water, drinking water)
- Processing payment for the gasoline and sending the information to Motor Pool for the monthly charges.
- Processing payments of school grants.
- Keeping records of the balances and expiration of the funding for the school grants.
- Processing payment for the courier services: DHL, Fed Ex, Cargo Expreso, UPS.
- International and in-country travel advances and travel vouchers for all agencies.
- Travel advances outside of E2 for In-Country travel and travel charged to the FSI allotment.
- Travel arranger for the Financial Management Section.
- Serves as post advisor on the PCS Travel Voucher, assisting newly arrived USDHs on how to submit.
- Overseas Citizens Services trust funds and Repatriation vouchers according to requests made by Consular Section.
- Transportation voucher for all agencies. These vouchers include but are not limited to transportation of diplomatic pouches, transportation of household effects, POV, UAB, and ocean freight charges.
- Government Travel Card voucher for the Department of State, NAS, Milgroup, APHIS and DHS.
- Purchase Card reconciliation for all the authorized card holders (16).
- Representation Claims for all agencies, including the Ambassador's and DCM's claims.
- Operational Expenses for DEA.
- Worked hours for the clerks of the travel agency.
- Government Lease payments. Maintains comprehensive cuff-records on these payments, including internal controls to ensure leases are paid on time.
- Vouchers for TCA and MIPRS for other military offices.
- Diplomatic Courier and Pouches.
- Travel grants for International and in-country travel and travel allowance for grantees for all agencies.



- Payment for the Narcotics Affairs Section (NAS). Examines and processes non-commercial NAS Vouchers (e.g. payments to SAIA) .
- All type of purchase orders.
- Payments for reproduction services and the delivery service.
- Hospitalization payment for American employees, also send cables related to expenses and insurance recoveries to MED.
- Medical payments for State Department and Military agencies
- Examines and processes vouchers for telephones.
- Bills for personal calls and follows up on the payment of same.
- Payroll for National Police.
- Grants
- Reimbursement of official expenses
- Refund forms from Consular Section
- cash vouchers
- Request checks for reimbursement of all subcashiers under the Class "B" Cashier .
- IVA forms for official purchases and for the agencies that were not granted access to the official site for issuance of exemptions.
- Processes forms 1098s (Schedule of cancelled Checks) whenever necessary.

**PAYROLL LIAISON 30% of Time**

Responsible for reporting Time and Attendance for all agencies of U.S. and LES personnel assigned to the Mission (except USAID) in a timely manner.

- Assists and advises timekeepers' on accuracy of the T&A report to minimize later adjustments.
- Transmits data and payroll documents to GFS Charleston for their action according to their format.
- Prepares payroll action cables for employees to be sent to GFS Charleston.
- Helps resolve payroll questions and problems from employees and supervisors, according to knowledge of pay systems; either
- Investigates and refers the matter to GFS Charleston for response or take appropriate corrective action.
- Calculates final payments for FSN employees.
- Monitors withholdings from FSN salaries to pay the employees' portion of health and life insurance premiums.
- Prepares documentation for pay of Retirement plan for FSN employees.
- Assists and provides advice to employees about opening bank accounts.
- Distributes payroll reports to accountants and agencies as well as the Health and Life Insurance reports to COR.

**OTHER DUTIES AS ASSIGNED 10% of Time**

- Serves as back up for other voucher examiner as needed.
- Requests office supplies on a routine basis.
- Responsible for keeping up to date the database of vendor codes in the financial system for being able to process the payments.
- Submits the VADR report to the agencies on a rotational basis.
- Checking and picking up the FMO mailbox in DPO on a rotational basis.
- Performs other duties as assigned.

**15. Qualifications Required For Effective Performance**

- a. Education  
Two years of university studies are required.
- b. Prior Work Experience  
Must have at least three years of progressively responsible experience in clerical aspects of accounting in positions which involve strong human relation elements.
- c. Post Entry Training  
On-the-job training. Successful completion of Voucher Examiner Course. RFMS, E2 Solutions, Windows T&A and other proprietary software. Formal training in Appropriation law and American Pay and Allowances (funds permitting).

- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).  
Level IV Spanish (fluent) and Level III English (good working knowledge).
- e. Job Knowledge  
Knowledge of the Prompt Payment Act. Working understanding of Appropriations Law. Knowledge of MS Word, Excel and Access. Proprietary software (RFMS/Momentum, E2 Solutions), standardized regulations, 4 FAM. Must understand the goals and objectives of assigned tasks as defined in the position work requirements.
- f. Skills and Abilities  
Strong interpersonal skills to deal with peers and Foreign Service Officers.  
Ability to provide technical guidance to timekeepers.  
Ability to perform quantitative analysis.  
Ability to research regulations, to organize and prioritize own work.

**16. Position element**

- a. Supervision Received  
Under the immediate supervision of the supervisory Voucher Examiner.
- b. Supervision Exercised  
None.
- c. Available Guidelines  
4 FAM, standardized regulations, 14 FAM, and pertinent sections of 3 FAM, JTRS. Knowledge Base. Payroll and leave, post's Local Compensation Plan. Appropriations Law. FMO standard operating procedures.
- d. Exercise of Judgment  
Based on specific circumstances, must know limits on her/his authority and when and with whom to consult (i.e supervisor, FMO, Charleston Financial Office, or other agencies). Must decide which regulations apply to specific claims for commercial payments and payroll circumstances.
- e. Authority to make Commitments  
None.
- f. Nature, Level, and Purpose of Contacts  
Communicates with the Global Financial Services Center in Charleston to resolve some rejections or discuss specific payroll, accounting and vouchering issues, has contacts with Foreign Service Officers, Human Resources Office, timekeepers, all LES and USDH staff on payroll issues. Has scheduled contacts with vendors.
- g. Time expected to Reach Full Performance Level  
One year