



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post GUATEMALA	2. Agency STATE	3a. Position Number 312201 A100698
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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) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Voucher Examiner Supervisor, 420	FSN-8		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Supervisory Voucher Examiner/Designated Billing Office Coordinator	7. Name of Employee
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8. Office / Section Management Section	a. First Subdivision Financial Management Section
b. Second Subdivision Voucher Examining Team	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position	10. This is a complete and accurate description of the duties and responsibilities of this position
<p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</p> <p>Signature of employee Date (mm-dd-yyyy)</p>	<p>_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor Date (mm-dd-yyyy)</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	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 style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____</p> <p>Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p style="text-align: center;">TEENA EGE, FRC</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____</p> <p>Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p>

13. Basic Function of Position

Incumbent reports to the Financial Specialist and through him/her to the Financial Management Officer. S/he directly supervises four Voucher Examiners and is responsible for the overall operation of the vouchering section including managing payroll submission for the entire Mission and the preparation and examining for correctness of payments of all types. S/he serves as the Designated Billing Officer (DBO) Coordinator, tracking and documenting invoices, receiving reports, payment vouchers and check/EFT information, liaising with Embassy staff at all levels, maintaining contacts with local and US Vendors, and serving as coordinator between the General Services and Financial Management Offices to ensure payment of invoices.

14. Major Duties and Responsibilities

_____ % of Time

1. (25%) Supervisory Voucher Examiner

Assigns responsibility to and reviews the vouchers processed by the Voucher Examiners. Ensures all vouchers are proper, legal, and correct for payment and are processed within the ICASS performance standards. She/he promptly notifies his/her supervisor in the event they are not.

Serves as the subject matter expert and ensures correct interpretation and application of regulations, procedures, and law as they apply to voucher examination and payment voucher preparation process. Provides guidance to FMO staff and customers in complex cases.

Provides guidance to the Voucher Examiner/Payroll Liaison in the submission of the US Direct Hire and Locally Employed staff payroll information to the Charleston Financial Service Center.

Ensures Voucher Examiners provide adequate written and verbal explanations to internal and external clients regarding disallowances and other aspects of processed claims.

Prepares a weekly outstanding voucher report for the Financial Specialist and Financial Management Officer and ensures all voucher processing delays are rectified in a timely manner.

2. (45%) Designated Billing Office (DBO) Coordinator

Serves as the Financial Management Office (FMO) focal point for all information regarding the Designated Billing Office (DBO) processes. Performs matching of invoices against receiving reports and resolves any discrepancy in coordination with GSO Procurement and Receiving, and/or with the appropriate agency/office.

Ensures compliance with the Prompt Payment Act by monitoring all invoices received and making sure that they are paid on time, taking advantage of vendor discounts and ensuring the penalty is paid if not paid on time.

Provides complete signed payment package (purchase order/contract, receiving report, and invoice) to the Voucher Examiners for payment processing.

Responds to vendor inquiries on status of payments and on monthly basis, provides payment information to GSO Procurement to ensure proper close out of the purchase order file.

Coordinates with the Accountants on the status of obligations of unpaid/open purchase orders and invoices.

Maintains the DBO database by entering all necessary information regarding the invoice, purchase order, receiving report, and check/EFT information.

3. (25%) Voucher Examining

Processes, examine, and audit invoices and other documents which require payment in the US or local currency for goods and services.

Ensures vouchers are legal, correct, and proper for payment.

Ensures that the fiscal data on the voucher is correct.

Enters voucher data into the Direct Connect software application.

4. (5%) Other Duties

Performs other duties as assigned by the Financial Specialist or Financial Management Officer.

15. Qualifications Required For Effective Performance

a. Education

Bachelor degree in Accounting, Finance or Business is required.

b. Prior Work Experience

Five to seven years of experience in Accounting or Finance to include work with vouchers and at least one year experience with USG is required. One year of supervisory experience is required.

c. Post Entry Training

Department of State Voucher Examiner course (correspondence or classroom course acceptable). Department of State courses:



Appropriation law; American pay allowances; FSN pay allowances; Travel policy.

- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English Level 4 speaking/reading and Spanish Level 4 speaking/reading are required.

- e. Job Knowledge

Thorough knowledge of US Government voucher examining and accounting techniques is required. Thorough knowledge of the Department of State and other USG agency financial regulations including the Foreign Affairs Manuals and Handbooks, Standardized Regulations, Joint Federal Travel Regulations (JFTR), FTR and Appropriations Law is required.

- f. Skills and Abilities

Must have strong interpersonal and communications skills and the ability to work with limited supervision. Must be proficient in the use of Computers and fully familiar with the Internet and Microsoft Excel, Access, Word and Outlook applications (Level III) Basic Knowledge, and have the ability to learn USG-Specific software programs. Must have strong written and verbal communication skills. Must be able to use the internet and other online Resources to research US Appropriations Law, USG travel and other policies.

16. Position element

- a. Supervision Received: Directly supervised by the Financial Specialist (FSN-11). Indirect supervision by the Financial Management Officer.
- b. Supervision Exercised: Directly supervises four Locally Employed Staff: Voucher Examiner (FSN-8), Voucher Examiner/Payroll Liaison (FSN-7), Voucher Examiner (FSN-7), and Voucher Examiner (FSN-6).
- c. Available Guidelines: Department of State and other USG agency financial regulations including the Foreign Affairs Manuals and Handbooks, Standardized Regulations, Joint Federal Travel Regulations (JFTR), FTR and Appropriations law.
- d. Exercise of Judgment : Must exercise sound judgment in providing consistent guidance to his/her staff and client customers related to interpretations of Appropriation Law and USG travel regulations.
- e. Authority to make Commitments: None
- f. Nature, Level, and Purpose of Contacts: Frequent daily written and oral communications with internal and external contractors for the purposes of payments, reporting, banking and regulations research and interpretation. Internal – Mission staff at all levels, including the Front Office and Agency Heads, USG agencies headquarters personnel. External – Vendors, junior/working level staff, mid-ranking local government officials, mid-high level banking officials, senior management of counterpart organizations.
- g. Time expected to Reach Full Performance Level: Twelve months.