

Position Title: Accountant Technician
Employee's Name: VACANT

Position Number: A53339
Position Grade: FSN-7

13. BASIC FUNTION:

Position serves as the accountant for PROG, ICASS, MRV and OBO allotments and is responsible for formulating the PROG, ICASS, MRV and OBO Field Budgets and Financial Plans. Serve as backup to other accountants. Incumbent is responsible for scanning all financial documents to feed electronic database and maintaining physical files facilitating the retrieval of documents by FMO staff and vendor code creation.

14. MAJOR DUTIES AND RESPONSIBILITIES:

ACCOUNTING

65%

Serve as the accountant for PROG, ICASS, MRV and OBO allotments. Maintain allotment distribution and subsidiary ledgers for assigned accounts. Establish and post obligations to ledger and maintain sufficient documentation to justify the obligated amounts. Formally note obligations on official documents including purchase orders, contracts, etc. Analyze documentation presented and prepare obligating documents for availability of funds certification. Enter all obligation data in Post's financial application for transmission to regional support center. Maintain automated and/or manual accounts and records to ensure that data is consistent with appropriation law and the agency's accounting structure; that obligations do not exceed authorizations and are substantiated with the appropriate supporting documentation; that amounts therein are legal obligations of the agency; and that the data will facilitate good management and budget preparation. Also provide accounting reports to serviced agencies. Reconcile post records with regional support center reports and resolves any discrepancies.

Receives Incoming Transaction 477 reports, determines the cause of the error; takes corrective and preventive actions and notifies GFSC of actions taken.

BUDGETING

15%

Incumbent is responsible for identifying special funding requirements during periods of continuing resolutions, maintaining records on price increases, government decrees affecting Post's operations. Identifies and calculates amounts of funds needed to cover those requirements. Reviews target figures and initial allotments. Advises Mgt Officer, counterparts in Quito and Heads of Agencies on status of funds, provides monthly reports, midyear reviews, status of funds or any other requested information.

ELECTRONIC AND PHYSICAL FILES

10%

Key employee responsible for overseeing that all files within the Management Section are properly maintained.

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ELECTRONIC FILES

Using an electronic data input scanning system. Using a specialized scanner, and computer monitor, the employee will scan each Financial Management document required for processing and filing.

Employee will receive original source documents from a variety of sources pertaining to the Financial Management Office. Prior to performing any scanning and data entry, the employee must review the source document to ensure consistency and completeness of the document as it refers to the nature of the transaction to ensure proper data input to the filing system. The employee will use his/her knowledge to properly classify to ensure that the proper element is being used in the filing system.

Employee is in charge of ensuring appropriate functioning of scanning equipment.

Designing electronic database: Must use expertise and have knowledge of designing and implementing an efficient filing system. FMO filing system must be organized in such a manner to facilitate easy retrieval of all documents processed by this office to answer queries by our client agencies, mission offices, auditors, and vendors.

In charge of providing copy of invoices subject to VAT reimbursement and research material such as back-up copies of Financial Management files to our client agencies. This research can include retrieving records dating back 5 years and located in our storage facilities.

PHYSICAL FILES

Responsible for the maintenance of all physical original files and pertinent documents required to be safeguarded in the Financial Management Office (in hardcopy form). Must ensure that chronological and or sequential numbering scheme is followed for all documents. Must ensure the completeness of each document filed.

Design of filing system: Must use expertise and have knowledge of designing and implementing an efficient filing system. Emphasis must be placed on organization, completeness of files and efficiency of retrieval. Must review all documents in storage at the warehouse and ensure proper disposition of official original documents and follow the regulations for time period of storage and forward to the appropriate permanent storage facilities in Washington with proper documentation.

At the end of each fiscal year, employee is responsible for properly labeling and classifying documents that require storage at our Post warehouse facility as required by Financial Management regulations.

VENDOR CODE CREATION

5%

Incumbent is responsible for creating vendor codes in RFMS for employees and commercial vendors for non-cashier payments.

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Employee will receive employee and vendor banking information for review, will enter information in RFMS and will notify the Voucher Unit once information has been processed.

OTHER DUTIES **5%**

Incumbent will notify employees of payments processed and will assist the Accounting Unit when required.

Other duties as assigned.

15. QUALIFICATIONS REQUIRED:

a. Education: University studies or college degree, equivalent to A.A. in Finance, Business Administration, Accounting or related fields is required.

b. Prior Work Experience: Requires at least two years of accounting technician or finance work experience.

c. Post Entry Training: Special training in Financial Management applications: RFMS, COAST, ILMS, E2. Must learn all regulations and procedures in connection with USG accounting systems and computer based management systems within one year. Must successfully complete the Accounting I and II Courses, the Appropriation Law Course. One year of budget experience.

d. Language Proficiency: Level III (good working knowledge) of English and Level II of Spanish is required.

e. Job Knowledge: Must be thoroughly knowledgeable of all laws, policies, regulations and fiscal accounting of PROG, ICASS, MRV and OBO . Must be familiar with their related administrative, fiscal, budget and filing processes. Must also have a thorough knowledge of the functions and organizations structures of the serviced agencies.

f. Skills and Abilities:

Must possess the ability to deal with numbers, prepare reconciliations and reports. Must be proficient in the use of personal computers, specialized and Office applications. Must be able to use a calculator and have basic typing skills. Incumbent should possess good interpersonal skills and be customer service oriented. Must be able to work under pressure.

16. POSITION ELEMENTS:

a. Supervision Received: Work is normally accomplished independently. Incumbent will work under the direction of the Management Officer and receives guidance from the Chief Financial Specialist in Quito

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b. Supervision Exercised: None

c. Available Guidelines: Works with regulations and guidelines provided in 3FAM, 4FAM, 6FAM, Standardized Regulations, and RFMS Manuals, Telegraphic Instructions, Mission Policies and Agency Guidelines, Inter and Intranet web pages.

d. Exercise Judgment: A significant degree of judgment is exercised by the incumbent in interpreting numerous regulations and agreement provisions. Must exercise poise and tact in dealing with U.S. and FSN employees. Error in judgment could result in loss of funds.

e. Authority to Make Commitments: Establishes monthly recurring obligations of funds for PAS,PROGRAM and ICASS; controls funding levels, subject to the review of the Chief Financial Specialist and the FMO.

f. Nature, Level and Purpose of Contacts: Has daily contact with American and FSN employees in the Mission (including the Consulate in Guayaquil).

g. Time Expected to Reach Full Performance Level: One Year.