



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Hamilton	2. Agency DOS	3a. Position Number 321491 A53201
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No If yes, please provide position number:

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position **Finance Clerk**

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	Financial Clerk, 401	FSN-6	<i>u</i>	6/7/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) Finance Clerk	7. Name of Employee
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8. Office/Section U.S. Consulate General Hamilton	a. First Subdivision Management Section
b. Second Subdivision Management/Finance	c. Third Subdivision Finance

9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant	10. This is a complete and accurate description of the duties and responsibilities of this position. Linda L. Rosalik	05-16-2016
Printed Name of Employee	Date (mm-dd-yyyy)	Printed Name of Supervisor
		Date (mm-dd-yyyy)

Employee Signature	Supervisor Email Address
	<input type="text"/>

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. Linda L. Rosalik	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. William O. Nix, RHRO	6/7/2016
Printed Name of Chief or Agency Head	Date (mm-dd-yyyy)	Printed Name of Admin or Human Resources Officer
		Date (mm-dd-yyyy)

Chief or Agency Head Email Address	Admin or HR Officer Signature
<input type="text"/>	<i>William O. Nix</i>

13. Basic Function Of Position
 The Finance Clerk provides administrative and clerical support in financial matters to the Consulate General in Hamilton, Bermuda and the ICASS Customer agencies at Post. Incumbent is responsible for processing purchase orders and vouchers for utility bills, entering data into DoS web based programs for utility use, notifies payees of receipt of payment, assists incoming officers with Custom's exemptions, driver's license and duty refund paper work, provides back up services to the back up Cashier, Work order Clerk, Switchboard Operator, and Finance Assistant. Other duties as assigned.

14. Major Duties and Responsibilities 30 % of Time

A) Examines invoices and other claims for payment. Prepares purchase orders, vouchers and bill payment requests by attaching fiscal and other data to appropriate documents. Itemizes business and personal long-distance telephone calls, sends employees bills for personal calls, attaches information to telephone bill payment. Inputs vouchers into the Momentum system. Reviews completed vouchers (including computations) for completeness and accuracy, compliance with regulations, and propriety information according to the Foreign Affairs Manual. Attaches all required supporting documents.

B) Notifies payees of receipt of checks. Scans and emails information concerning distribution of checks in line with established procedures. Processes transmittals, voucher information, payee copies of vouchers, and other documents. Maintains

(Continue on blank sheet) (See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Completion of Secondary School is required.

b. Prior Work Experience

Two years prior administrative or clerical experience is required.

c. Post Entry Training

6 months on-the-job training, with work guidance by the Financial Assistant, Management Officer is required to become proficient in the job as well as successfully complete the following: GFS21 Basic Voucher Examination Course, PA297 Purchase Card Self-Certification, PA371 - ILMS Overseas Ariba Voucher Examiner Training Ariba/ILMS Distance Learning suite for eFiling, eInvoicing and RP276 - Customer Service .

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*). Level IV (fluent) in written and spoken English required.

e. Job Knowledge

Must be familiar with general office and clerical procedures and equipment. Proficiency with Microsoft Office and Excel programs is necessary. State Department and DS regulations and relevant FAM references, ability to learn DoS web based programs and data entry. Voucher Examiner rules, General mathematics, basic computer and communication skills

f. Skills and Abilities

Ability to type and use Microsoft Office programs. Ability to learn and use web based data entry programs, along with basic mathematical and computational skills.

16. Position Element

a. Supervision Received

Receives general supervision from the Management Officer and job guidance from Financial Assistant. All finished work receives review and is verified for accuracy by the Financial Assistant and Management Officer.

b. Supervision Exercised

None

c. Available Guidelines

Foreign Affairs Manuals, Diplopedia and Standardized Regulations. Receives operational instruction from the Financial Assistant and Administrative Assistants.

d. Exercise of Judgment

Judgement is needed setting work priorities and prioritizing tasks, reviews documents for accuracy. Handles customer requests with professionalism and tact. Fastidious attention to detail and financial integrity are essential.

e. Authority to Make Commitments

Incumbent is not in authority to make commitments on behalf of the U.S. Government.

f. Nature, Level, and Purpose of Contacts

Regular contact with ICASS Customers, vendors, internal and external clients. Notifies payees of receipt of payment to verify invoices from vendors, liaise with Bermuda Customs for duty exemptions, and TCD for driver's licenses and vehicle registration.

g. Time Expected to Reach Full Performance Level

Six months.

Addendum 1

monthly voucher counts (check / petty cash / collections / accommodation exchange); prompt pay report; monthly consular collection reconciliation; and monthly CFSC collection reconciliation.

C) Records on appropriate form all liquidations, received and transferred funds allotted to Post in connection with ICASS 15%

Service Agreements. Calculates surplus/shortfall vs. budgeted amounts. Make recommendations for upcoming fiscal year budget needs. Maintains TREES Data Base entering monthly utility spending for the USG owned compound and each Short Term Lease for Housing.

D) Clerical duties including but not limited to: Assists Customs and Border Protection employees in complying with 10%

requirements of the host government by completing forms for drivers' licenses, local tax and value sheets for Customs exemptions. Prepares duty refund requests for customs duty paid on fuel. Scans and files procurement documents for uploading in Ariba/ILMS for eFiling and invoicing. Provides administrative support for the Management Officer on an as needed basis, updates Post Profile and employee database and biographies and portions of CEPA when requested.

E) Provides back-up services in absence of regular receptionist. Operates Consulate switchboard, receives and sends packages, 10%

receives and sends cable traffic and DPM. Provides back-up service in absence of Housing Assistant primarily in the capacity of Work Order Clerk processing work orders in GMMS. Provides three deep back up to the Class B Cashier.

F) Receives all goods ordered as 'Receiving Clerk.' Posts received goods to inventory, creating receiving report and/or bar code 10% in the ILMS System as necessary. Assists Property Management Assistant when conducting annual inventories and expendable stock control.