

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-157**

**SUBJECT:
Voucher Examiner, FSN-07**

DATE: 10/02/2011

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Voucher Examiner, FSN-07; FP-7*

OPENING DATE: October 2, 2011

CLOSING DATE: **October 16, 2011**

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 22,539 USD p.a. (Starting Basic salary)
(Position Grade: FSN-07)

*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)
(Position Grade: FP-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Voucher Examiner** in the Financial Management Office.

BASIC FUNCTION OF THE POSITION:

The incumbent of this position is responsible for examining a variety of routine to complex payment vouchers. The incumbent will examine invoices from vendors to ensure conformity with the terms of the original purchase order, telephone bills, contract and other agreements. The incumbent will draft correspondence to vendors, Embassy personnel and other contacts as necessary to obtain additional information needed to process a claim that is not included in the attached documentation. The incumbent is responsible for the prevention of improper or duplicate payments, and is also responsible for timely payment to avoid any interest charges due to the Prompt Payment Act. The broad categories of vouchers processed are miscellaneous vendor payments, contracts, shipping, lease payments, grants; official residence expenses (ORE), education and representation. The incumbent maintains hard copy and electronic files of vouchers submitted by customers and researches questions on the status of pending payments and past payment history. Perform other related duties as assigned by the supervisor.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Minimum High school with two years of college studies in an accounting, finance or related field is required.
2. **PRIOR WORK EXPERIENCE:** Minimum two years work experience in voucher examining, bookkeeping or accounting work is required.
3. **LANGUAGE PROFICIENCY:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and level IV (Fluent) Reading/Writing/Speaking Arabic is required. **(English Language will be tested).**
4. **KNOWLEDGE:** Must have thorough knowledge of the principles, processes, and applications of vouchering function.
5. **ABILITIES & SKILLS:** Incumbent must have an ability to analyze and evaluate complex payments. Ability to perform in a Microsoft Windows environment - Word and Excel is required. Incumbent must have an ability to communicate orally in a diplomatic manner when dealing with customer clientele. Ability to communicate and coordinate with Embassy and outside officials at all levels is required. Excellent interpersonal skills, ability to work under pressure to meet specific deadlines is required. Must have excellent organization and customer service skills.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/jobsvacancies.html>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: VA 11-157, Voucher Examiner.

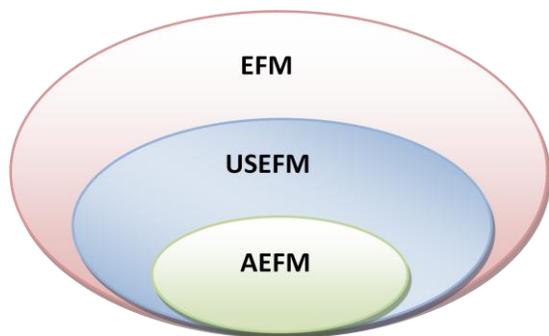
CLOSING DATE FOR THIS POSITION: OCTOBER 16, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/JMB
Cleared : FMO/KO
Drafted : HRA/MA

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service

Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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1. The incumbent reviews documents for a variety of invoices and other payments related to all BPA's, shipping, credit card payments, grants, and vendor payment vouchers. The incumbent examines invoices to insure that billing is calculated properly and in conformance with the terms and conditions of contracts and other agreements for the US government policies and procedures.

-- Determines that the obligation contains appropriate authorizations, administrative approval and certification, and is supported by proper documentary evidence showing that a valid, binding agreement in writing has been executed, recorded and is on file;

-- Ensures that the request for payment is in accordance with the provisions, terms, and conditions of the obligating document;

-- Verifies that funds are available and coordinates any funding shortfalls with financial or budget analyst;

-- Ensures that established controls to prevent improper or duplicate payment are in place and effectively working;

-- Determines the disbursements applicable to claims comply with appropriate U.S. and host country laws and regulations;

-- Communicates with contractors, host government officials, vendors, and employees both orally in writing to provide guidance, to interpret the agency's voucher auditing requirements, and/or to request additional information regarding proposed payments;

-- Prepares and communicates rationales concerning any portions of a claim where payment was disallowed;

-- Ensures that outstanding advances or amounts in excess of authorized allowances are recovered.

-- Prepares vouchers using the RFMS Momentum system for voucher repayments. Tracks payments to ensure that is have been paid in full using the proper fiscal data.

-- Maintains the FMO Baghdad Voucher Manager which is a tracking system for all payments made by FMO Baghdad. Input necessary data for all vouchers paid locally. Weekly convert to Excel spreadsheet.

2. The incumbent must have knowledge of the requirements and forms for processing miscellaneous vendor payments, contracts, travel, International shipments, rents, PD grants, official residence expense (ORE), education, representation, and petty cash vouchers. The incumbent resolves questions raised by PSU as they process vouchers, such as incomplete banking information. The incumbent maintains a spreadsheet that logs voucher submission date and processed date.
3. The incumbent maintains Baghdad Voucher tracking program with several thousand records. Tracking program is the official program to track all voucher and assign voucher numbers to vouchers. Serves as a reference tool when researching queries, etc. This information will be useful to track ICASS FMO counts in the future.
4. The vouchers examiner also acts as the Financial Management Office POC for individuals completing the Check-In /Check-Out process and Danger Pay Memo Certifications.
5. Serves as backup for other FMO positions when colleagues are on leave.