



**ICASS Customer Service:** Professionally communicates with customers both proactively and in response to inquiries. Communication methods include face-to-face, electronic (email, fax), and by telephone. Communicates promptly with customers (within 1 business day) and communicates follow-up plans in writing. Documents all communication with customers in communications log. Informs supervisor of any customer concerns or complaints.

**Peer Leader:** Exercises peer-leadership by choosing to demonstrate a positive and professional attitude each day.

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

##### **Principal Embassy Cashier**

**90%**

Serves as Principle Class B Cashier and is responsible for reimbursement of Embassy agencies and employees for valid purchases made in the name of the U.S. Government. Ensures that invoices, receipts, and/or vouchers are properly approved, comply with official regulations, and contain all necessary fiscal data prior to disbursing payments. Reimburses alternate and sub-cashiers for valid payments made from petty cash funds. Enters all data into the Coast Cashiering system. Prepares and submits regular reimbursement requests in order to maintain a sufficient operating fund. Makes daily deposits of either U.S. Dollars or Pesos with USDO bank. Prepares and distributes per-diem for numerous high level visitors and provides accommodation and reverse accommodation exchange as necessary. Conducts training for sub-cashiers and their supervisors. Prepares monthly metrics reports and quarterly workload counts.

Incumbent is responsible for daily Coast Cashier reconciliation of the Embassy IMPREST fund account. Distributes tracks, files, and mails non-payroll checks within the Embassy. Tracks, files, and follows-up on stop payments for dollar checks and peso checks. Is personally responsible for any cash shortage. Reconciles accountability and bank accounts on a daily basis.

Administrative duties include but not limited to; receives and disperses mail, orders supplies, files and boxes records for retention. Other duties assigned.

##### **Regional Cashier Support**

**10%**

Incumbent is responsible for reviewing, collecting, and reconciling daily the \$260 Million dollar annual deposits made to the USDO account for the Mission by the GSS offsite collections facilities. Assists in the reconciliation against the ACDC 13 and 14 reports that come from the Comptroller and Global Financial Service Center in Charleston (CGFS) against the cashier's 99 Activity Report to verify correctness of the accounts on weekly basis. Deposits collections through USDO and other Banks. Works with the nine Principal Cashiers from the Consulates to review their submission reports, and takes action to resolve unprocessed transactions from rejections. Identifies the causes of any rejections and takes appropriate corrective steps to resolve rejected transactions daily. Pre-certifies all consulate transactions. Ensures all electronic records are maintained properly. Maintains and ensures accurate records are kept in accordance with DOS record retention policies. Keeps office and records organized. Audits cashier vouchers for the nine Consulates and nine Consular Agents. Inputs voucher and collection data into Coast Cashier system. Reviews and analyzes monthly cashier reports to eliminate any discrepancies between CGFS and Coast Cashier system in order to maintain accurate consulate reports. Semi-annually, assists in auditing sub-cashier advances to ensure appropriate use of sub-cashier designation. Reviews and corrects cashier rejected records, daily. Assists with monitoring other cashier activities as directed. Tracks cashier's accountability maintaining a log of all out-of-balance cashiers across the mission. Prepares reconciliation paperwork for Consular ACRS collections against Coast and RFMS for ten Class B cashiers across the mission. Provides training to Consulate cashiers on how to train sub-cashiers and their supervisors, and pertinent policy or process changes.

#### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:  
Bachelor's of Science in finance, accounting or business administration is required
- b. Prior Work Experience:  
Three years experience in one or more area within financial management. Computer experience required
- c. Post Entry Training:  
On the job training Basic Cashier Training and passing the Cashier's Exam in order to receive permanent Cashier's designation. Also is required training on COAST Cashiering software training in Accounting Feeder System (LAN-SPFMS, WinDATEL or Direct Connect), PCC software (Paper Check Conversion) plus standard Microsoft Office.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):  
Level III (Good working knowledge) in English, Level III (Good working knowledge) in Spanish.
- e. Job Knowledges:  
Thorough knowledge of WinACS system, collection and disbursements, application of the Cashier User Guide (CUG), the Foreign Affairs Manuals, especially 4 FAM, applicable Treasury Department laws and regulations governing cash operations, cash transactions, banking, cash disbursements and exchange rate transactions.

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f. Skills, and Abilities:

Must be adept at dealing with cash transactions, including collections, payments during normal or after normal window hours, and reconciliation's of the cashier accountability. Able to be flexible with constant changes. Capable of quickly analyzing transactions, documentation, and records to determine the source of imbalances and to correct any discrepancies. Must be quick and accurate when using the computer, Typewriter, calculator and keyboard. Must possess a high degree of honesty and integrity, and the ability to perform fiscal services in a responsible manner. Serves the public courteously, tactfully, and diplomatically. Possesses the confidence and judgment to refuse to make illegal, improper or incorrect payments and to know when to refer questionable payments to the cashier supervisor.

**16. POSITION ELEMENTS:**

a. Supervision Received:

Direct supervision is from Cashier Supervisor. Financial Management Officer in charge of the cashier unit. All reports are subject to daily review, if requested by the supervisor. Unannounced cash counts will be completed each month.

b. Supervision Exercised:

None

c. Available Guidelines:

FAM (Foreign Affairs Manuals), FAH (Foreign Affairs Handbooks), Treasury regulations, Appropriation Law, DSSR (Diplomatic Security Standard Regulations), CUG (Cashier User Guide) and other regulations.

d. Exercise of Judgment:

Must exercise good judgment in reviewing vouchers and receipts presented for payment in order to detect areas of possible inadequacy or irregularity.

e. Authority to Make Commitments:

Concurs with decisions regarding the issuance of advances to sub-cashiers. Controls the replenishment of cash advances. Decides on the correctness of vouchers from sub-cashiers and employees.

f. Nature, Level and Purpose of Contacts:

Has contact with nine Class B Cashiers, two full-time alternate cashiers, 47 sub-cashiers, Consular Agents, management officers, FMO's, and all levels of Mission personnel, both American and Mexican.

g. Time Expected to Reach Full Performance Level:

One year.