

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> Mexico City	<b>2. AGENCY</b> Department of State/NAS	<b>3a. POSITION NO.</b> ANA-U57
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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

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

**X** b. New Position

c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Mexico City	Accountant <b>(NAS) FSN-430-9</b>	9	ff	
b. Other Narcotics Affairs Section				
c. Proposed by Initiating Office Narcotics Affair Section	Accountant, FSN-430			

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> Narcotics Affair Section	a. First Subdivision NAS Management Office
b. Second Subdivision Financial Management Unit	c. Third Subdivision Accounting Division

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
_____ Typed Name and Signature of Employee      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)

<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need</b>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance</b>
_____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Responsible for maintaining allotment accounting records in RFMS and LFMS and related ledgers, for bulk obligations, obligations, sub-obligations, disbursements, advances, refunds, collections, and expenditure refunds. Enters fiscal data onto obligating documents, enters the transaction in LFMS, submits the documents to the Funds Control Officer for approval/authorization, and then enters the transaction into RFMS. Reviews/audits the RFMS- 60/62 reports on a monthly basis to ensure that accounts are maintained accurately and in accordance with established procedures. Carries out a monthly reconciliation between RFMS and LFMS to further ensure accurate financial records. Provides input for the monthly Financial Management Activity Report (FMAR). The incumbent enters the following transactions based on approved obligating documents into RFMS and LFMS: bulk obligations, obligation, and sub-obligations. The incumbent makes adjustments to these transactions in accordance with established procedures.

**14. MAJOR DUTIES AND RESPONSIBILITIES** % OF TIME

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Allotment Accounting – 60%

Responsible for maintaining allotment accounting records in the Regional Financial Management System (RFMS) and the Local Financial Management System (LFMS) and related ledgers, or bulk obligations, obligations. Sub-obligations, disbursements, advances, refunds, collections, and expenditure refunds. Responsible for maintaining copies of all documentation for advice of allotments, obligations, collections, refunds, etc, in the allotment accounting files. Responsible for maintaining and follow up on accounts receivable.

Enters fiscal data onto obligating documents using Ariba when appropriate, enters the transaction in LFMS, submits the documents to the Funds Control Officer for approval/authorization, and then enters the transaction into RFMS. Before entering a fund citation onto an obligating document, or creating a Miscellaneous Obligating Document for approval/authorization by the FMO, the accountant must ensure that the funds will be used for the purpose intended in the advice of allotment and/or letter of agreement (LOA).

Reviews/audits the RFMS 60/62 reports on a monthly basis to ensure that accounts are maintained accurately and in accordance with established procedures. Carries out a monthly reconciliation between RFMS and LFMS to further ensure accurate financial records. Reviews advance accounts and takes action to collect outstanding balances as needed.

Provides input for the monthly Financial Management Activity Report (FMAR) that includes the following accounting information for all active accounts (by fiscal year and project): Project (allotted, bulk obligated, sub-obligated, unsub-obligated balance, liquidated, and un-liquidated balance); and PD&S (allotted, obligated, unobligated balance, liquidated, and un-liquidated balance). Produces special financial activity reports requested by the Supervisory Accountant, NAS Director, INL/RM and/or INL/LP. Responds to request for information from FSC Charleston to substantiate unliquidated obligations/sub-obligations or disbursements.

Assists the NAS Chief Accountant and Supervisory Accountant in developing and maintaining the PD&S budget and making suggested adjustments during the fiscal year. Monitors contract costs for USPSC Project Advisors and salary and expense accounts for LES personnel to ensure funds availability by budget line item. Prepares Miscellaneous Obligating Documents for recurring expenses, submits to the Mission Financial Management Officer through the Supervisory Accountant for authorization/approval, and enters the obligations/sub-obligations into the financial management systems.

Develops an in-depth knowledge of INL legal authorities with regard to funding, and paying INL grants to the GOM and NGOs. Maintains records of all grant payments in accordance with established procedures.

Data Entry into RFMS and LFMS - 25%

The incumbent enters the following transactions and based on approved obligating documents into RFMS and LFMS: bulk obligations, obligations, and sub-obligations. The incumbent makes adjustments to these transactions in accordance with established procedures. The incumbent enters journal vouchers, expenditure refunds, collections and other accounting transactions into RFMS and LFMS as required.

Filing and Miscellaneous -15%

Files obligating documents, journal vouchers, expenditure refunds, collections and accounts receivable to support the monthly account activity and as source of transactions for reconciliation. Files general correspondence as required. Performs other duties as assigned.

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

a. Education:

Four to Five years of University Studies in accounting, business, public administration or economics field is required.

b. Prior Work Experience:

Two years of progressively responsible experience in one or more aspects of financial management such as accounting allotment, Voucher examining and bookkeeping.

c. Post Entry Training:

Training in the following areas will be provided, as needed: Accounting I Course, Accounting II Course, Voucher Examiner Course I; Travel Manager; Regional Financial Management System (RFMS, Momentum, and CO/ST), Local Financial Management System (LFMS), ILMS Ariba; Webpass. Travel Manager and DoS Travel Regulations.

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- speak/read/write) English and Spanish are required.

e. Job Knowledges:

Substantive knowledge of DoS (Foreign Affairs Manual, Foreign Affairs Handbook, and Standardized Regulations) and INL (INL Financial Management Handbook, INL Program and Policy Guide, and INL Procurement Policies and Procedures Handbook) regulations, and Letters of Agreement between the USG and the Government of Mexico is required. Must interpret complex USG regulations and guidelines including special provisions unique to INL funds to facilitate the smooth handling of issues/problems and interface with other USG agencies.

f. Skills, and Abilities:

Must be skilled in reading complex regulations and relating them to the issue at hand. Must possess skills in articulating complex issues orally and in writing. Must be skilled in using a computer to maintain financial data bases, as well as the use of Excel, Word and PowerPoint. Attention to detail is essential. Ability to interact with other Dos sections and USG agencies of the Mission is necessary.

**16. POSITION ELEMENTS:**

a. Supervision Received:

The incumbent will be supervised by the NAS Supervisory Accountant.

b. Supervision Exercised:

None.

c. Available Guidelines:

Guidance is provided in the FAM, FAH, Standardized Regulations, INL Policies and Procedures Handbook, INL Financial Management Handbook, INL Procurement Policies and Procedures Handbook and Embassy Mexico FMC Policies.

d. Exercise of Judgment:

The employee must use good judgment and integrity at all times.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Coordinates activities with NAS accountants, Voucher Examiners, Training Program Specialists, and Procurement Agents. Project Advisors, and INL Budget Analysts and financial management personnel. Has frequent contact with employees in other USG agencies in the Mission, in Washington and other posts.

g. Time Expected to Reach Full Performance Level:

One year.