

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST MEXICO	2. AGENCY STATE	3a. POSITION NO. A53-406
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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)
- b. New Position
- c. Other (explain) Spanish level change from level 3 to level 2.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/MEXICO CITY	CASHIER FSN-415-8	FSN-8		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) CLASS B CASHIER	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US EMBASSY - MEXICO	a. First Subdivision ADMIN
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b. Second Subdivision FINANCIAL MANAGEMENT CENTER	c. Third Subdivision CASHIER UNIT
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<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____</p> <p style="text-align: center; font-size: small;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p>
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<p>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.</p>	<p>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p>
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13. BASIC FUNCTION OF POSITION

As one of three Alternate Class B Cashiers in the Embassy, is responsible for operating an IMPREST fund of approximately 130,000.00 in U.S. and local currency. The cashier is an "accountable" employee and is personally responsible for safeguarding U.S. Government funds and supporting documentation. Processes cash transactions including collections, payment of travel advances vendor checks, MRV collections, and purchases of goods and accommodation exchanges for special visits. Completes daily work within scheduled working hours. Processes and reconciles reimbursements. Audits data entry of cashier vouchers and collections into Windows Automated Cashier System (WinACS) from all Consulates and Consular Agencies. Actively looks for ways to reduce reliance on IMPREST funds.

Mission: Provides high quality cashiering services allowing ICASS customers to carry out their mission critical programs in Mexico. Continually seeks for ways to provide value to customers – looking for ways to reduce costs while meeting or exceeding ICASS service standards.

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

45%

Incumbent is responsible for reviewing and reconciling daily the deposits made to the USDO accounts and cashier checking account, as well as performing WinACS reconciliations of the IMPREST fund account. Assists in the reconciliation against the ACDC 13 and 14 reports that come from Global Financial Service Center in Charleston (GFS/C) against the cashier's 99 Activity Report to verify correctness of the accounts on weekly basics. Processes all reimbursement requests from all cashiers through RFMS all Peso deposits that are made throughout Mexico and all US Dollar deposits to the Federal Reserve Bank through GFS/C. Deposits check collections through Banamex and other Banks. Works with the 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. Maintains and ensures accurate records are kept in accordance with DOS record retention policies. Keeps office and records organized. Audits cashier vouchers for the 9 Consulates and 13 Consular Agents. Inputs voucher and collection data into WinACS. Reviews and analyzes monthly cashier reports to eliminate any discrepancies between GFS/C and WinACS in order to maintain accurate consulate reports. Semi-annually, assists in auditing sub-cashier advances to ensure appropriate use of sub-cashier designation. Daily reviews and corrects cashier rejected records. Assists with monitoring other cashier activities as directed.

25%

Serves as Principal Cashier no less than 2 working days each month. 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 (including vouchers are properly approved, comply with official regulations (including the US \$500 payment limit), 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 WinACS. Prepares and submits regular reimbursements requests into order to retain a sufficient operating fund. Makes daily deposits of either U.S. Dollars or Peso's with designated local bank.

Incumbent is responsible for daily WinACS reconciliation of the 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.

25%

Responsible for accepting and issuing official receipts for official collections, Embassy proceeds of sale, including the Embassy Consular collections. Consular collections must be verified against Automated Cash Register System (ACRS) reports, recorded into the WinACS. Other collections that are received are outstanding travel advance: payments from other agencies for services provided personal long distance phone calls, MRV fees, INS fees, etc. All records must be adept in WinACS and must be reconciled daily.

5%

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

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. Education:
Two years of University Studies in accounting, mathematics, economics, or other similar field is required.

- b. **Prior Work Experience:**
Three years experience in one or more area within financial management. Computer experience required
- c. **Post Entry Training:**
Cashier Training (30 hours), it must be completed and passed within 180days of beginning employment.
- 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 II (Limited Knowledge) in Spanish.
- e. **Job Knowledges:**
Thorough knowledge of vouchering in Momentum, WinACS software, 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.
- f. **Skills, and Abilities:**
Adept at dealing with cash transactions, including collections, payments during normal or after normal window hours, and reconciliation's of the cashier accountability. Must possess a high degree of honesty and integrity. Excellent customer service skills. Good computer, computational and organizational skills. Able to work independtly, at a brisk pace and able to multi-process. Good judgment.

16. POSITION ELEMENTS:

- a. **Supervision Received:**
Direct supervision is from Cashier Supervisor. Financial Management Officer in charge of the cashier unit.
- 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 37 sub-cashiers, management officers, FMO's, and all levels of Mission personnel, both American and Mexican.
- g. **Time Expected to Reach Full Performance Level:**
One year.