

### **13. BASIC FUNCTION OF POSITION:**

The incumbent serves as the Embassy Class B Cashier, responsible for the receipts, disbursements, examination, safekeeping, accountability, and replenishment of funds. Performs other duties as assigned.

### **14. MAJOR DUTIES & RESPONSIBILITIES:**

Cashier operations: 100%

As Class B Cashier, with an operating advance of US\$15,000, is responsible for the receipt, disbursement, examination, safekeeping, accountability, and replenishment of funds:

- (a) Makes petty cash disbursements, maintains appropriate records, prepares replenishment vouchers and insures there is sufficient operating cash to meet anticipated demand.
- (b) Monitors cashier checking account to insure sufficient funds are there to cover cashier emergency payments. Promptly verifies charges and prepares vouchers.
- (c) Advances funds to one alternate cashier and four sub cashiers. Supervises their activities and insures correctness of transactions and fiscal data. Provides information and guideline regarding with WinACS operation to the other Class B Cashier in Apia.
- (d) Performs accommodation exchange services for arriving and departing employees, official visitors and emergency cases.
- (e) Receives, records and deposits all Embassy collections, including consular fees.
- (f) Maintains accountability records for all cash transactions.
- (g) Upload cashier transactions data into the Consolidated Overseas Accountability Support Toolbox (COAST), a financial management reporting system.
- (h) Liaises with the Financial Service Center (FSC) in Bangkok, the U.S. Disbursing Officer in Bangkok, Wellington Financial Management Office and Auckland Consulate General, to reconcile accounts.
- (i) Drafts correspondence and telegrams as work requirements dictate.

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

- a. Education:** Completion of Secondary schooling is required.
- b. Prior Work Experience:** Three years performing progressively responsible work in technical/clerical accounting or bookkeeping.
- c. Post Entry Training:** On-the job training will be provided by the Supervisory Financial Specialist. USG sponsored training in Basic (Class B) Cashier, WinACS,

COAST, Momentum, Paper Check Conversion (PCC) and Voucher Examining will be provided.

- d. **Language Proficiency:** Level 3 English (Good working knowledge), both oral and written.
- e. **Knowledge:** Must possess good working knowledge of procedures associated with handling and recording cash transactions. Must be familiar with local banking procedures relating to the deposits and checking accounts. Must have the ability to interpret and apply regulations and guidelines.
- f. **Skills & Abilities:** Must be able to apply basic accounting and bookkeeping principles, as it applies to handling cash transactions without making errors. Must have demonstrated sound reasoning and logical abilities. Proficiency in the use of computers and calculators is essential. Accuracy in data entry is essential. Must have good interpersonal skills and ability to work as part of a team.

#### **16. POSITION ELEMENTS:**

- a. **Supervision Received:** Supervised by the FSN Financial Specialist. The incumbent must work independently and only consults supervisor regarding complex problems not previously encountered. Technical guidance is also available from the Management Officer to whom the Financial Specialist is responsible.
- b. **Available Guidelines:** 4FAM, 4FAH, Standardized Regulations (DSSR), Overseas Cashier Guide, WinACS, COAST and Momentum manuals. Treasury and State Department regulations and procedures.
- c. **Exercise of Judgment:** Must be able to distinguish true from counterfeit cash items and petty cash receipts submitted for reimbursement. Must take all appropriate safeguards when cashing checks and making cash transactions.
- d. **Authority to make Commitments:** None
- e. **Nature, Level & Purpose of Contacts:** Must establish and maintain excellent working relationship with the local depository banks. In addition, a courteous and tactful manner is required when dealing with Embassy personnel and official visitors.
- f. **Supervision Exercised:** None
- g. **Time Required to Perform Full Range of Duties:** 12 Months.