



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post ABUJA	2. Agency STATE ICASS	3a. Position Number N52303
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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. Redescription of duties: This position replaces
(Position Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	VOUCHER EXAMINER/PAYROLL LIAISON 0420	FSN-08		04-04-2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
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8. Office/Section U. S. EMBASSY, ABUJA	a. First Subdivision FINANCIAL MANAGEMENT CENTER
b. Second Subdivision VOUCHERING SECTION	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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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.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) 4/4/16

Chief or Agency Head Signature	Admin or HR Officer Signature
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13. Basic Function Of Position
This position is located in the Financial Management Center (FMC) and acts as the principal Payroll Liaison and a Voucher Examiner for the U.S. Mission in Abuja. The incumbent coordinates the Mission payroll activities for ICASS, Program, Public Diplomacy, and other agencies employees with the Financial Service Center in Charleston. The position also reviews and processes all types of vouchers submitted for payment from State Department, FAS, FCS, FBI, DEA, DAO, ODC, ODC HA, ODC BAO JCTP, WSU, MSG, DOD/HIV, EUCOM, CDC and Treasury.

14. Major Duties and Responsibilities 100 % of Time

1. Coordinates payroll activities for Embassy employees. Submits and maintains salary, benefits, leave and allowance records for about 487 USDHs, FSNs, PSAs, EFM, PSCs, and other LES. The bi-weekly payroll amount totals \$977,583. Acts as the Payroll Liaison with GFSC Charleston concerning all USDH and LES payroll issues. Applies GFSC Charleston directives and FAM/FAH regulations to accurately submit salary/benefit information using WINTA and SMART cables. Reviews, identifies, and communicates discrepancies on employees' Earnings and Leave Statements to GFSC Charleston to resolve payroll errors and problems. Receives and distributes payroll checks. Processes requests for USDH allowances (Post Differential, Post Allowance, Danger Pay, Service Needs Differential (SND) and Separate Maintenance Allowance (SMA), and advance of pay. Develops and implements training and provides guidance to sub-post timekeepers to ensure all offices comply with required Attendance and (See Addendum 1)

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Addendum 1

Timekeeping policies and procedures. Works with Citibank and UBA to ensure proper and timely processing of bi-weekly payroll to LES individual accounts. Coordinates with UBA to resolve LES account issues. Processes awards for mission employees through GFSC Charleston. 60%

2. Examines, reviews, and interprets regulations in order to process all types of vouchers submitted to FMC for payment. Vouchers include but not limited to travel reimbursements, travel advances, utility bills, leases, purchase orders for goods and services, contracts, petty cash, grants, allowances, representation, ORE, Emergency and repatriation. The vouchering unit collectively processes over 20,000 strip codes totaling over \$16m on an annual basis including cash payments of \$1,042,392.00. Utilizes RFMS Momentum, COAST, Microsoft office package to carry out voucher examination duties. Applies FTR/JFTR, FAM&FAH, DSSR, Appropriation Law, Contracts & Amendments, Purchase Orders, BPAs, Travel Authorizations, Travel Advances, Grants, Personnel Actions and Leases in making payment determinations. Coordinates with the Accounting Unit to verify fiscal data and to ensure funds availability. 30%

3. Maintains the Overtime Tracker to ensure that ICASS staff overtime charges are properly processed to the correct agency or agencies. The position is also responsible for maintaining the accuracy of the monthly Consular ACRS Reconciliation.10%

15. Qualifications Required For Effective Performance

a. Education

University Degree or Higher National Diploma in any of the following disciplines: Accounting, Finance, Economics or Administration is required.

b. Prior Work Experience

Minimum 3 years financial experience is required.

c. Post Entry Training

WINTA (Time and Attendance), Overseas Payroll and Allowances, RFMS, E2, Travel Policy and Regulations, WebPASS, Coast, Voucher Examination, Word, Excel

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Level IV English Language speaking, reading and writing ability is required.

e. Job Knowledge

Advanced knowledge of the FAM/FAH, DSSR, FTR/JFTR regulations governing voucher examination and sensitive payroll information. This position also requires advance knowledge of issues and regulations concerning ORE, SND, Post Allowance, Post differential, the LCP and post travel policies and DOS/GOV regulations with regards to official travel.

f. Skills and Abilities

Ability to work with little guidance, good attention to details, ability to work under pressure, excellent interpersonal skills, ability to articulate complex issues, excellent customer service skills, ability to effectively utilize computer and financial software. Position also requires a standard level of keyboard/data entry skills.

16. Position Element

a. Supervision Received

Works under the supervision of the Financial Assistant (Voucher Examiner/Cashier Supervisor). This supervision includes specifics of the work as well as the provision of advice and guidance on unusual or highly complex cases.

b. Supervision Exercised

Does not exercise supervision.

c. Available Guidelines

Appropriation Law, FAM/FAH, DSSR, Coast manual, Joint Federal Travel Regulations (JFTR), cable directives, Post management policies/notices, FMO directives, and other information resources on GFSC Charleston, the Department intranet and internet sites.

d. Exercise of Judgment

Ability to interpret FAM/FAH, FTR/JFTR, DSSR, Appropriation Law and make clear judgement based on rules and regulations. Ability to work and resolve problems with little supervision from the Financial Assistant.

e. Authority to Make Commitments

The Voucher Examiner/Payroll Liaison does not make commitments, but provides input that goes into decisions that lead to commitments

f. Nature, Level, and Purpose of Contacts

Has contacts with other agencies' representatives, all FSNs and Americans, primarily related to payroll and vouchers. Primary contact with GFSC Charleston's payroll technicians to resolve outstanding payroll related payment issues. Primary contact with Executive Office concerning ORE.

g. Time Expected to Reach Full Performance Level

Approximately one year, but working as a Voucher Examiner/Payroll Liaison requires continual learning. Position requires frequent over time to meet the demands of the position.