

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> PANAMA	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b> N53421
--------------------------	---------------------------	-----------------------------------

**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) New Employee

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Cashier, FSN-415	FSN-7; FP-7	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Cashier	<b>7. NAME OF EMPLOYEE</b>
---	----------------------------

<b>8. OFFICE/SECTION</b> U. S. Embassy Panama	a. First Subdivision Administrative Section
b. Second Subdivision Financial Management Office	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <hr/> <p style="text-align: center;">Typed Name and Signature of Employee                      Date(mm-dd-yy)</p>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <hr/> <p style="text-align: center;">Typed Name and Signature of Local Supervisor                      Date(mm-dd-yy)</p>
---	--

<b>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.</b>  <hr/> <p style="text-align: center;">Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)</p>	<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 with appropriate 3 FAH-2 standards.</b>  <hr/> <p style="text-align: center;">Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)</p>
---	--

**13. BASIC FUNCTION OF POSITION**  
Acts as Principal Class B Cashier for State and twenty five serviced agencies with an operating cash advance of \$95,000.00. Makes petty cash payments, pays certified vouchers and emergency cash payments as required. Receives official collections and fees, documents and remits same to USDO and to FMC Charleston, SC. Maintains accountability records for Impress Fund and Collection. Oversees accountability records of several sub cashiers for compliance to regulations.

**14. MAJOR DUTIES AND RESPONSIBILITIES** **95 % OF TIME**

1. Makes advances to 17 sub-cashiers and one Alternate Cashier.
- Makes petty cash reimbursement for State and serviced agencies. Pays certified vouchers for state and serviced agencies for travel claims and advances, ORE, official representation claims and variety of local vendors.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education:  
At least two (2) years of college or university studies in accounting is required.
- b. Prior Work Experience:  
Two (2) to three (3) years experience in a financial position with at least one year as bank teller or head cashier or alternate cashier in a company is required.
- c. Post Entry Training:  
None. During probationary period, incumbent must receive on the job training.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):  
Level IV (fluent) speaking/reading/writing in Spanish and Level III (Good Working Knowledge) speaking/reading/writing is required.
- e. Job Knowledge's: Must be able to reconcile accounts with those of other cashiers. Must know how to use a wide variety of computer applications including Word, Excel, Outlook and Internet Explorer.  
  
Skills, and Abilities: Must be skilled in operating calculators. Must be able to maintain high degree of accuracy as errors may cause erroneous payments. Must possess ability to apply different regulations and procedures is required.
- f.

**16. POSITION ELEMENTS**

- a. Supervision Received: Supervision received from Financial Specialist. Seeks guidance only as needed from Financial Management Officer. Incumbent generally works independently with prescribed priorities and deadlines.
- b. Supervision Exercised: Give guidance to sub cashier for proper safeguarding of official funds, and for sub cashier accountability records and reimbursement procedures.
- c. Available Guidelines: 4 and 6 FAM, SR, JTR, FSTR.
- d. Exercise of Judgment:  
Must exercise impeccable judgment in safeguarding official funds and performing duties including examination of personal checks for correctness, lds for non-assigned employees and vendors, and proper signature authorizations on all forms of payments. Errors could result in illegal cash payments and possible loss of official funds.
- e. Authority to Make Commitments: None.
- f. Nature, Level, and Purpose of Contacts:  
Mission employees, local vendors, local bank officials and contractors. Purpose of contacts is to make cash payments, cash and/or release checks.
- g. Time Expected to Reach Full Performance Level:  
One year required.

**14. BASIC FUNCTION OF POSITION**  
**CONTINUATION**

- Maintains official accountability records for imprest funds.
- Request replenishment checks on a timely basis.
- Input each transaction into Winacs (cashier's system) and prepare batch to be sent to the Financial Center via COAST system.
- Provide local checks to the company that distributes them to vendors.
- Escort bank delivery cash for ATM machine.

**5%**

2. Pays CODEL per diem and provides off-site cashiers services to CODELS and VIP visits as required