

# 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> A53223
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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) **To update duties and responsibilities**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Voucher Examiner, FSN-420	FSN-6; FP-8	TV	01/10/12
b. Other				
c. Proposed by Initiating Office B&F	Voucher Examiner, FSN-420	FSN-6		

<b>6. POST TITLE POSITION (if different from official title)</b> Voucher Examiner	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION</b> Management Section	a. First Subdivision Budget and Fiscal
b. Second Subdivision Voucher Unit	c. Third Subdivision
<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)
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<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>	<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>
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_____ Typed Name and Signature of American Supervisor                      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer                      Date(mm-dd-yy)
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### **13. BASIC FUNCTION OF POSITION**

Prepares, reviews, verifies, and consolidates a variety of documents and statistical data, from routine to complex; carrying out the preparation of different vouchers and invoices verification, to provide the payment of several Embassy vendors, including, but not limited to, phone and cell phone services, fuel, equipments, all type of supplies and services, invitational travel purchase orders for non-government employees and others. Utilizes the knowledge of software to correctly input information required in the processing of payments. Fill in during the absence of other voucher examiners. Input data entry as required for processing voucher payments. Provides secretarial support to the Financial and Management Officer.

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

- a. Education:  
Two years of college with specialization in commerce/accounting is required.
- b. Prior Work Experience:  
Two years experience in bookkeeping and/or voucher examining is required.
- c. Post Entry Training:  
During probationary period incumbent must be trained in the use of RFMS, ILMS, COAST, WinTA.3.02, after probationary period take PA480 - Voucher Examiner Course a 40-hour course.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):  
Level III Speaking/Reading English and Level IV Speaking/Reading Spanish are required.
- e. Job Knowledge:  
Must have an expert knowledge of Must have good general knowledge of accounting principles. Must know how to use MS Office Suite applications. Must be proficient with an adding machine. Must have good typing skills.
- f. Skills, and Abilities:  
Ability to comprehend, and to logically and properly apply to the voucher examination process the various and detailed technical program regulations, terms and conditions. Must be teamwork oriented, have good interpersonal skills and demonstrate good customer service when dealing with internal and external customers. Must be able to work under pressure. Must possess standard typing skills, computer skills, and have the ability to work accurately with numbers. Must have excellent knowledge of computers programs (word and excel).

### **16. POSITION ELEMENTS**

- a. Supervision Received:  
Although work is usually accomplished independently, this position will receive work instructions and be supervised by the Senior Voucher Examiner and the Financial Management Officer.
- b. Supervision Exercised:  
None
- c. Available Guidelines:  
3, 4 and 6 FAM, Standardized Regulations, OFMS/SPMS Users Manuals, Treasury Circulars, FMO memos & specific guidelines from serviced agencies.
- d. Exercise of Judgment:

Must exercise poise and tact in dealing with American and LES employees, vendors and contractors. A significant degree of judgment is exercised by the incumbent in interpreting numerous regulations and agreements provisions when processing payments. Judgment is also required when establishing work priorities.

e. Authority to Make Commitments:  
NONE

f. Nature, Level, and Purpose of Contacts:  
Will maintain daily contact with LES co-workers for instructions, procedures, regulations, ect. Will also be working directly with local companies and companies throughout the Americas. Also will have direct communications with American Officers regarding status of billing.

g. Time Expected to Reach Full Performance Level:  
One year.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

### **55%**

Analyzes and process as for payment a variety of vouchers, such as those paid with a purchase order.

The voucher examiner is responsible for proper review of bills submitted to embassy for payment the review includes;

1. Ascertaining that the voucher is adequately supported by appropriate authorizations, documentations, and certifications.
2. Screens the ILMS software to obtain the proper purchase order used to determine agency, funds and if expense has been authorized, goods and services delivered and in the quantity specified.
3. Obtains the correct approvals from State and agencies Head of Sections or Supervisors. Processes vouchers, invoices and documents in a prompt and timely manner according to ICASS standards.
4. Verifying that the voucher is not a duplicate or is improper.
5. Determining that disbursements pursuant to the voucher are in accordance with laws and regulations.

Examines a variety of invoice and payment vouchers, prepares and/or audits vouchers, prepares justification for disallowance as appropriate, processes payments and coordinates with necessary administration personnel, other agency personnel and vendors as appropriate. Position should apply judgment in order to approve or disapprove expenses. Incumbent is responsible for preparing written justification for a major disallowance and relay information to the GSO office as well as the agency administrative officer. Although final responsibility for certifying a voucher for payment rest with the Certifying Officer, the voucher examiner's review must be of a quality and depth to provide ample protection to the Certifying Officer. After ensuring conformance of applicable authorizations and regulations of vouchers and other payment requests, position inputs accounting transactions into the RFMS accounting system and generates schedule of payments for signature of the Certifying Officer.

Must maintain appropriate working files and spreadsheets to facilitate payment processing. Include in this is scanning and maintaining a data base of backup of vouchers paid.

Position processes check cancellations upon receipt of proper notification and justifications.

Position is responsible to coordinates meetings with Embassy and service providers' staffs. Recommends ways to reach understandings and solutions in reference to contracting and billing issues.

Distributes the residential phone bills and sends cell phone bills by e-mail to users for personal calls identification.

### **40%**

Inputs all required liquidation and / or disbursement information into the Regional Financial Management System (RFMS) for State and agencies which is transmitted to Charleston, S.C. Must be able to resolve what information from agencies is to be registered in the RFMS system, since definitions used by one agency are often inconsistent with another's. Resolves any complex situation regarding special funds in RFMS and provide requested documentation to the accountants and agencies of the Mission.

### **5%**

Incumbent acts as timekeeper for the Financial Management Office staff. Requests expendable and non expendable supplies for the office. Other related duties as assigned.