

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A53122
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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) Update Duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Accounting Technician, 410	FSN-8	TV	03/07/12
b. Other				
c. Proposed by Initiating Office	Accounting Technician/Budget Analyst	FSN-8		

6. POST TITLE POSITION (if different from official title) Accounting Technician/Budget Analyst	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Section	a. First Subdivision Financial Management Office
b. Second Subdivision	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.
<p style="text-align: center;">_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p style="text-align: center;">Danilo Avila _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</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.	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 style="text-align: center;">Robert Gresbrink _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p style="text-align: center;">Tabrese Venson _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

Incumbent performs accounting and budgeting functions for the following Department of State budgets and programs: Overseas Building Operations (OBO), Program Representation, ICASS/leases, Foreign Commercial Services (FCS) and Department of Homeland Security Citizen and Immigration Services (DHS/CIS). In addition, incumbent is responsible for managing and approving a full range of accounting transactions for the same serviced agencies and state sections based on USG policies and regulations. Advices on all financial aspects of operations for the Department of State and serviced agencies, including current financial status, projections of future needs and recommendations of alternatives and solutions to financial needs for the budgets and programs listed above.

14. MAJOR DUTIES AND RESPONSIBILITIES	See Attached	% OF TIME
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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: A university degree in accounting is required.
- b. Prior Work Experience: Three to four years of work experience with the USG or a large organization in an accounting or budget analyst position (s) that show increasing responsibility.
- c. Post Entry Training: Incumbent will be trained on RFMS/Momentum Financial System, Integrated Logistics Management System (ILMS): Ariba Budget & Fiscal and Ariba Watcher, E2 Solutions: Travel Approver and COAST on the job training and on-line training. Incumbent must take and pass Accounting I and Appropriation Law within one year of entry on duty. Account II, Travel Policy, Service Agencies, Advanced Voucher Examination, Budget Techniques, and Voucher Examination and WebICASS are strongly recommended pending funding and course availability.
- 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) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Knowledge of Federal and Department budgetary methods, practices, procedures, regulations, and other guides in order to perform routine continuing assignments in the areas of budget formulation, presentation and execution. Standard business software packages including MS Work, Excel and MS Outlook.
- f. Skills, and Abilities: Proficiency with PC and Internet. Strong organizational skills to prioritize workload well. Ability to investigate, interpret and apply regulations. Good interpersonal skills. Must be able to explain budget issues to all levels of Embassy personnel. Must be able to work under pressure and meet deadlines. Must have strong analytical skills. Must be accepting of frequent changes in operational procedures and systems. Must have excellent communication and customer service skills. Must know how to deal effectively with interruptions and develop flexibility in dealing with crises.

16. POSITION ELEMENTS

- a. Supervision Received: The incumbent is supervised by the Local Supervisor Accounting Technician.
- b. Supervision Exercised: None
- c. Available Guidelines: Guidelines include established techniques and precedents, regulation and directives, and agency policy. Guidelines are not always applicable and the incumbent must use judgment in choosing interpreting, and applying the guidelines. Department of State Foreign Affairs Manuals, Standardized Regulations, Joint Travel Regulations, RFMS-M, COAST, Serviced Agencies Regulations, Appropriation Law operating manuals as well as training materials provided by required courses provide the basic guidelines for work. Federal Managers' Financial Integrity Act, Prompt Payment Act, Cash Management Act, The Government Management Reform Act, and The Federal Acquisition Streamlining Act.
- d. Exercise of Judgment: Incumbent works independent to set work priorities, meet deadlines and to comply with the proper execution of the budget. Employee exercises significant judgment in all matters related to day-to-day operations and makes recommendations for funding approval and budget execution for the FMO.

- e. Authority to Make Commitments: FMO makes commitments based solely the incumbent's advice for availability of funds for all obligation and program changes.
- f. Nature, Level and Purpose of Contacts: Contact with all levels of the Mission including the Front Office, section and agency heads and LES. Contact with the WHA Bureau in Washington and sections with the Global Financial Management Center in Charleston. Examples include: discuss financial management issues, resolve operating, accounting issues, answer audit inquires, research old accounts receivable, Un-liquidated Validations, report status of funds and communicate price increases.
- g. Time Expected to Reach Full Performance Level: Eighteen Months

14. Major Duties and Responsibilities (Cont.)

Funds Control

60% of time

Controls amounts allotted in approved budgets for accuracy, proper account coding or classification and allocation. Initiates journal vouchers to reverse errors and transfer funds as required. Ensures that obligations and liquidations are within funding limitations in Regional Financial Management Systems (RFMS-M) such as, purchase orders, travel authorizations, lease contracts, agreements, petty cash reimbursements and credit card purchase. Conducts accounting reviews for current and prior fiscal years of funds committed by the USG and monitors liquidations to guarantee that excess funding is de-obligated in accordance with regulations and procedures (ULO Validations). Collects workload counts for serviced agencies and sections to comply with ICASS requirements. Tracks the complex OBO and FCS appropriations with different projects codes and regulations. Reconcile accounts for services agencies and state sections. Develops reports for serviced agencies Officers, Facility Manager, Financial Management Officer, Front Desk or Management Officer to help in decision making. Prepares periodic requests for funding to cover operations, wage revisions, and shortfalls incurred during the fiscal year. Collects Advice of Allotment through Budget Resource Management System (BRMS), informs agencies and is responsible to enter funding in Regional Financial Management System (RFMS-M), recommends benchmarks for measuring the financial and operating performance of agencies. Reconciles GFSC monthly records using Consolidated Overseas Accountability Support Toolbox (COAST) for section chiefs. Prepares and reconciles monthly and quarterly reports to determine if they comply with Appropriation Law and not in excess of fund authorizations. Provides fiscal data and approves a high volume of travel orders through E2 Solutions and Purchase Request through ILMS. Corrects and processes Daily Cashier, E-2, 477 errors/rejects. Immediate and thorough research is required to clear reject and meet the deadline with GFSC in Charleston. Acts as coordinator of the COAST financial reporting tool for accounts for which this position is responsible. Ensures users understand and are trained on the system.

Budget Analysis, Justification and Execution

35% of time

The Incumbent is responsible for the analysis, justification and execution of the budgets for Foreign Commercial Service (FCS), Program-Representation and Overseas Building Operations. Incumbent prepares the initial, mid-year and final budget reviews, as required, for presentation to WHA for all accounts and other data calls as needed. He/she contributes with the analysis of budgets by estimating and comparing prior year allocations, obligations, and expenditures. Contributes to the formulation of the current and out-year budgets and to the development of narrative justifications by preparing the budget estimates and conducting partial re-budgeting during the fiscal year. Researches, compiles, and summarizes data concerning personnel salaries and expenses and similar object class information needed for formulation of budget estimates. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports. Monitors the accuracy and adequacy of budget justification data in support of budget estimates or requests for allotments by comparison with source documents (e.g., prior year allocations, obligations, and expenditures; payroll records; and travel processing). Regarding execution of budgets, monitors and analyzes monthly operating results against budgets for assigned agencies and sections. Manages the preparation of financial outlooks and financial forecasts. Monitors that obligations and expenditures occur on a timely basis in accordance with the annual work plan and regulatory controls, and are within amounts programmed. Recommends transfer of funds between object class under the same appropriation or allotment, when funds needed to cover in obligations or expenditures fall within established limits. Manages the payroll

procedures by means of the monthly and quarterly projections, use of the accrual and commitment factors table, bonus factors table, different types for payroll costs and reversals of previous projections. Compiles and analyzes payroll expenditure reports biweekly for FSNs (Regional Financial Management Systems -RFMS) and American employees (Consolidated American Payroll System – CAPPs).

Back-up Duties

5% of time

Incumbent serves as back up to positions N53123 and A53121. Other related duties as assigned.