

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 OFFICE OF DEFENSE COOPERATION (ODC)	3a. POSITION NO. ODC-04
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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) New Hire.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority RHRO	Budget/Financial Analyst, 401	FSN-9; FP-5	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Budget/ Financial Analyst	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION US Embassy	a. First Subdivision Department of Defense (DOD)
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b. Second Subdivision Office of Defense Cooperation (ODC)	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	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. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Performs financial administration functions, and implements ODC financial programs. Provides financial advise to the ODC Chief/Budget Officer and staff, on all financial matters. Responsible for the formulation, justification, presentation and execution of security assistance and multi-source operations and maintenance funding programs resourced by the US Southern Command (SOUTHCOM) and other military departments. Assists in the management of financial policies and programs to accomplish mission requirements. Prepares, revises, executes documentation and submits to SOUTHCOM the T-20 (Security Assistance Support Appropriation) and O & M (Operation and Maintenance) budgets. Also responsible for the funds management of Non- DOD Schools Programs DODDS; Humanitarian Assistance Program (HAP); Joint Combined Exercises and Training (JCETS) & Counter Narcotics Training (CNT); and other operational support elements (JPAT, MIST, CA, IO). **In the performance of these duties the incumbent must comply with Department of Defense, Army, Navy Regulations; SOUTHCOM, Non – Department of Defense School standards, guidelines,**

directives and regulations, and the Joint Federal Travel Regulations. Manages financial aspects of the Government Purchase Card and Travel Card Programs.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. BUDGET

85% OF TIME

- a. Develops/forecasts 3 year Fiscal Presidential Budget Call for the ODC-Panama. Prioritizes the ODC requirements to accomplish mission goals and objectives. Is responsible for the formulation, preparation and execution of security assistance and multi-source operations and maintenance of funding programs resourced by SOUTHCOM and other military departments. Assists in the planning, development and management of policies and programs to accomplish mission requirements. Monitors support provided by the Embassy under ICASS in accordance with State Department directives. Develops and implements internal controls to ensure ODC obligations and expenditures comply with applicable laws. Implements and ensures maintenance of fiscal accountability through the Security Assistance Automated Resource Management System (SAARMS) in accordance with DSCA and unified command policy guidance, and the General Fund Enterprise Business System (GFEBs).
- b. Performs a full range of administrative and analytical duties in accomplishing program-budget planning, execution review functions. Reviews and analyzes staff inputs to prepare the various budgets. Analyzes data using historical data, trend analysis, and statistical formulas for the preparation of the mid-year review and annual budgets.
- c. Justifies and defends new funding requirements. Recommends reprogramming of funds between budget submissions to the Budget Officer based on changing priorities, revised funding levels and new requirements. Accounts for representational allowances. Reviews pay, travel, commercial and other vouchers or claims for properly processing payments. Monitors in detail, the financial and accounting guidance and support provided by USSOUTHCOM, US Army South, and the American Embassy Budget and Finance Office. Recommends the transfer of funds between object classes and line item accounts under the same appropriation when funds are needed to cover increases on obligations of expenditures or new unforeseen requirements, which fall within established limits. Validates FSN and US civilian payroll to ensure appropriate allocation of funds.
- d. On a monthly basis analyzes payments records provided by State Department disbursing office to reconcile all ODC obligation and disbursements. Certifies availability of funds against Military Procurement Requests for exercises.
- e. Assist the ODC Chief on the Internal Cooperative Administrative Support Services (ICASS) program.
- f. Responsible for the management of the Non-Department of Defense School Program for ODC dependent education program. Provides guidance and assistance to incoming and outgoing military and civilian personnel on current information pertaining to their entitlements and allowances. Maintains contact with local school officials and DOD School officials to exchange any related information. Prepares and accounts for all funding requirements and provides monthly reporting of expenses.
- g. Ensures sufficient funds are applied to the government purchase card program to cover purchases made by cardholders. Sub-Cashier with an operating advance of \$1,000.00 for petty cash transactions.

2. Translates ODC correspondence from Spanish into English and vice versa.

5% OF TIME

3. Serves as monitor to ensure that contracts are performed as specified, and that discrepancies are acted upon in a timely manner. Reviews contractual actions to ensure compliance with statutes and regulations. Negotiates and coordinates with local vendors as required ensuring that all contractual agreements involving mission personnel, services and equipment are met.

10% OF TIME

Other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: At least two years of college in accounting, finance or administration is required.
- b. Prior Work Experience: Three (3) years prior experience working in accounting is required.
- c. Post Entry Training: None
- 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 English is required. Level IV (Fluent) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Must have standard knowledge and procedure of accounting. Knowledge of host nation contracting procedures is required. Rudimentary working knowledge of US military organizations is required. Must know how to use Microsoft Office to include Word, Access, Power Point and Excel.
- f. Skills, and Abilities: Must type at level IV. Must have the ability to translate documents English-Spanish and vice versa. Ability to organize data and to prepare budget reports is required. Must have the ability to research contractor's background. Must be able to search availability of services and prices.

16. POSITION ELEMENTS

- a. Supervision Received: Works under the direct supervision of the ODC Administrative Officer.
- b. Supervision Exercised: None
- c. Available Guidelines: Routine office procedures manuals. ODC Standing Operating Procedures. Standard principles of basic accounting. Direct online link with SOUTHCOM, DFAS Denver, and DISAM. Verbal communication with supervisor and ODC chief. A large number of agency, command, and installation policies, regulations, and directives are applicable, which provide guidance and instructions on the various phases and processes of budgeting.
- d. Exercise of Judgment: Incumbent is required to exercise judgment as is expected to work independently and without close supervision. Must adhere to the general guidelines.
- e. Authority to Make Commitments: Recommends funds reprogramming, budget execution, internal control office financial procedures, and funds allocations. Administrative Officer will review financial commitments outside the normal scope of sound management practices.
- f. Nature, Level, and Purpose of Contacts: The purpose of contacts is to exchange information about the organization's budget programs, and to provide technical and regulatory guidance of a factual nature to management regarding the formulation of budget estimates and execution of approved budgets. Contacts are with supervisor, ODC Chief, and other staff members; US Embassy Budget & Fiscal as well as Procurement representatives; local vendors and contractors, SOUTHCOM budget office and on occasions certain Host Nation officials.
- g. Time Expected to Reach Full Performance Level: Six months.