

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/NAS	3a. POSITION NO. NAS-05
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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 reflect current duties and responsibilities and recruitment

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Budget Analyst-405	FSN-8; FP6	MAM	1/27/10
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Budget Analyst	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Narcotics Affairs Section
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position. _____ <small>Typed Name and Signature of Employee Date(mm-dd-yy)</small>	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ <small>Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</small>
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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. _____ <small>Typed Name and Signature of American Supervisor Date(mm-dd-yy)</small>	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. _____ <small>Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</small>
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13. BASIC FUNCTION OF POSITION
Incumbent manages all aspects of the Narcotics Affair Section (NAS) budget, to include financial planning, administration, execution and reporting. Incumbent oversees the proper administration and record keeping of the various financial accounts for NAS projects, working closely with counterparts in the B&F Section. Prepares, revises, and staffs financial account documentation that is submitted to INL Budget office and FSC Charleston. Oversees the funding and fiscal execution of all project activities. Manages financial aspects of NAS Procurement Credit cards program. Manages the section petty cash.

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

- a. Education:
University degree in Business, Accounting or Finance is required.
- b. Prior Work Experience: Three years of experience in accounting or any financial related area is required. One year of Cashier experience is required.
- c. Post Entry Training:
None. During probationary period incumbent must take Training in State Department and INL financial management procedures, to include INL Software, CFSC Software. During probationary period, incumbent must learn U.S. financial management system, INL procedures and policies.
- 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 English is required. Level III (Good working knowledge) Speaking/Reading Spanish is required.
- e. Job Knowledges: Must be Knowledgeable of budget and accounting procedures. Must know how to use a wide variety of computer applications to include Word, Excel, Access, Outlook and Internet Explorer.
- f. Skills, and Abilities:
Must be able to prepare financial reports without assistance. Must possess analytical skills. Must be well organized. Must be a self learner in order to learn to use new accounting software and new regulations and procedures as implemented by INL and DOS. Must be able to identify errors and make corrections as necessary. Must be able to communicate complicated accounting issues to individuals with no training in accounting. Must possess valid Panamanian driver's license.

16. POSITION ELEMENTS

- a. Supervision Received:
Supervised by NAS Director.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Applicable INL Financial Management Policies and Procedures; Department of State Financial and Accounting policies and procedures. 3FAM, 4 FAM, LAN-SPFMS operations manual, ICASS user manual.
- d. Exercise of Judgement:
Must exercise sound judgments related to financial management procedures and internal controls.
- e. Authority to Make Commitments:
Limited as to accounting issues with prior authorization from supervisor
- f. Nature, Level, and Purpose of Contacts:
Will maintain mid and low level internally and externally.
- g. Time Expected to Reach Full Performance Level: 6 Months

14. Major Duties and Responsibilities (Cont.)

40%: Analyze and execute the fiscal year's budget. Develop budget through planning expenses, obligations and documentation for the current year's budget.

30%: Responsible for ensuring that all obligations requests and documents are legal and in conformity with all applicable federal and agency regulations. Responsible for establishing internal controls to ensure that all funds and obligations are correctly recorded and legal.

15% Responsible for overseeing the proper administration and record keeping of the various financial accounts for NAS projects.

10% Prepares weekly, monthly & quarterly status of funds report and FMAR Report by cost component, providing information for Procurement Requests and Budget Execution for DEA Reimbursable Agreement, and consolidate data for the end-of-Year Reconciliation.

5% Other related duties as assigned.