



#### **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, grants, contracts, agreements, petty cash reimbursements, and travel and purchase card commitments. Conducts accounting reviews for current and prior fiscal years of funds committed by the USG and monitors liquidations to guarantee that excess funding is deobligated in accordance with regulations and procedures (ULO Validations). Collects workload counts for serviced agencies and sections to comply with ICASS requirements. Tracks the complex INL multi-year appropriations with project funding that remains available for at least 5 years. Prepares periodic requests for funding to cover operations, wage revisions, and shortfalls incurred during the fiscal year. Collects Advice of Allotments through Budget Resource Management System (BRMS), recommends benchmarks for measuring the financial and operating performance of agencies. Reconciles CGFS 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 orders through ILMS Ariba. Corrects and processes Daily Cashier (using COAST Cashiering), E-2, and 477 errors/rejects. Immediate and thorough research is required to clear reject and meet the deadline with CGFS Charleston. Acts as coordinator of the COAST financial reporting tool for accounts for which this position is responsible, while also ensuring that users understand and are trained on the system. Drafts all routine and FMO requested correspondence relating to various funding issues and also maintains files on appropriate advice of allotments, obligations, accounting regulations and guidance, and internal FMO policies and procedures. Ensures all applicable files are filed, controlled, and retired as in accordance with Department/other agency regulations.

##### **Budget Analysis, Justification and Execution**

**35% of time**

Incumbent is responsible for the analysis, formulation, justification, and execution of the budgets for MSG, DAO, ICASS DS and LGP, and DS (Ambassador's Bodyguards, Surveillance Detection, and other Agency Reimbursement and Position Support Costs including WSP and STS). Uses appropriate software, cable instructions, and guidance from the Post Integrated Country Strategy, Mission Resource Requests, FAM, FAH, DSSR, FTR, and other applicable Federal and Department guidance, in addition to any institutional/historical data. When preparing these budgets, incumbent communicates with Senior Post Management and functional officers, as applicable, to obtain information on their anticipated requests/needs/ priorities and any other special issues having an impact on financial resources. In addition, incumbent analyzes post/economic trends, researches allowances for eligible employees, and projects estimated out-year cost implications due to documented anticipated wage/price increases, anticipated/approved changes in Embassy operations (e.g. mission growth), and unfunded priorities.

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. Contributes with the analysis of budgets by estimating and comparing prior year allocations, obligations, and expenditures. Develops the formulation of the current and out-year budgets and associated 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; letters of agreement with governments receiving foreign assistance payroll records; and travel processing).

Regarding execution of budgets, monitors and analyzes monthly operating results against budgets for assigned agencies and sections by preparing summary worksheets for post-held allotments to keep agency management officials abreast of the financial situation. 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. As part of an on-going analysis, incumbent makes timely recommendations for cost savings where possible. Recommends transfer of funds between object classes under the same appropriation or allotment, when funds are needed to cover obligations or expenditures and 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 LES in RFMS-M and American employees in the Consolidated American Payroll System (CAPPS).

##### **Duties as Assigned and Back-up Duties**

**5% of time**

Incumbent serves as back up to positions N53123, A53122 and A53121. Other related duties as assigned by the Supervisory Budget Analyst, the Financial Specialist, or the FMO.

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A university degree in management, finance, or accounting is required. CPA certification is a plus.
- b. Prior Work Experience: Three or more years of progressive responsible work experience with the USG or a large organization in an accounting, auditing, or budget analyst position that shows 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 Reporting and COAST Cashiering, WebCASS, and WebRABIT, through 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. Customer Service, Accounting II, Travel Policy, Serviced Agencies, Advanced Voucher Examination, Budget Techniques, Voucher Examination, and WebCASS 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 IV (Fluent) Speaking/Reading/Writing English is required. Level II (Limited Knowledge) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Must have sound working knowledge of pertinent Department of State or other USG laws, procedures, and regulations, especially those relating to budgeting and funds control and applicable regulations pertinent to contract performance. Must have knowledge of Federal or Department budgetary methods, practices, procedures, regulations, and other guides in order to perform routine continuing assignments in the areas of accounting, budget formulation, presentation, and execution.

Must be able to communicate budget information clearly and completely, both in writing and orally, to Agency Heads, Post Management, Bureau contacts in Washington and GFS, and colleagues within all Management sections at post. Must be proficient in standard business software packages including MS Office Suite (Word, Excel, PowerPoint, Access, and Outlook).

- f. Skills and Abilities: The position requires a self-starter and independently motivated employee, as the workload is unpredictable and varying. The position must:
  - ✓ Summarize information orally and in writing to present information and complex relationships quickly and precisely, including explaining budget issues to all levels of Embassy personnel.
  - ✓ Display excellent interpersonal, communication, and customer service skills in order to facilitate exchange of information at the working level.
  - ✓ Follow through on analytical work to minimize need for detail work by higher graded personnel.
  - ✓ Read, interpret and apply provisions of leases and contracts to a variety of working situations making determinations as to whether there is a USG obligation and that there is a legitimate basis of disbursement of government funds.
  - ✓ Be skilled in investigating, interpreting, and applying complex USG and Agency regulations and be able to relate them to issues at hand.
  - ✓ Comprehend and properly apply to the voucher examining process all applicable regulations.
  - ✓ Possess strong organizational skills to prioritize workload well.

- ✓ Be able to work under pressure and meet deadlines, including dealing effectively with interruptions and developing flexibility in dealing with crises. Must also be able to accept frequent changes in priorities, operational procedures, and evolving systems and applications.
- ✓ Possess strong typing and computer skills (Microsoft Office Suite including Word, Excel, Access, PowerPoint, and Outlook, and use of the Internet and Intranet).

## **16. POSITION ELEMENTS**

- a. Supervision Received: Reports directly to the Senior Budget Analyst/Accounting Technician and in his/her absence to the Financial Specialist and Financial Management Officer (FMO). Specific instructions can be received for special projects, otherwise, work is performed independently and without direction under the general guidance of the supervisor.
- 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.

Guidelines include the Department of State Foreign Affairs Manuals and Handbooks (FAM and FAH, specifically 3 FAM, 4 FAM, and 6 FAM), Standardized Regulations (DSSR), Joint Travel Regulations (FTR), RFMS-M, ICASS Handbook and Standards, CGFS Operations Manuals and Cables, COAST Reporting and COAST Cashiering, Serviced Agencies Regulations, Appropriations Law operating manuals, Records Management Handbook, Comptroller General's decisions, Post's Local Compensation Plan, Post management circulars and notices, as well as training materials provided by required courses provide the basic guidelines for work. Additional guidance include the 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 independently to set work priorities, meet deadlines, and comply with the proper execution of the budget. Considerable sound, reasonable judgment is needed in interpreting and applying regulations and guidelines to specific related duties; projecting financial requirements; making recommendations for more effective funds usage; and recommending systemic/procedural improvements. Seasoned judgment is also needed to guide allotments for which the incumbent handles and backs-up, because allotments and regulatory guidance are updated frequently. 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 on the incumbent's advice for availability of funds for all obligations and program changes. Incumbent also keeps the Financial Specialist and FMO apprised of any special commitment made as unique as situations arise.
- f. Nature, Level and Purpose of Contacts: The incumbent communicates daily with all levels of the Mission, including the Senior Budget Analyst, Financial Specialist, FMO, Agency Heads, Section Heads, Front Office executives, and LES personnel in all administrative sections with regards to finance matters (e.g., status of funds, and preparing budgets and financial plans). Contacts with the WHA Bureau in Washington and sections of the Comptroller and Global Financial Services Center (CGFS) in Charleston.

Examples of subjects include: discussing financial management issues, resolving operating and accounting issues, answering audit inquiries, researching accounts receivables, validating or deobligating Unliquidated Obligations, reporting status of funds, and communicating price increases.

g. Time Expected to Reach Full Performance Level: Eighteen Months.