



**Budget****25 % of time**

- a. Develops/forecasts annual Fiscal Budget Call for INL Panama. Prioritize INL Panama's requirements to accomplish mission goals and objectives. Is responsible for the formulation, preparation and execution of program development and support (PD&S) funding. Assists in the planning, development and management of an annual program budget of approximately \$18.5 million.
- b. Performs a full range of administrative and analytical duties in accomplishing program-budget planning, execution, and monitoring functions. Reviews staff inputs to prepare the PD&S budget, analyzing inputs using historical data, trend analysis, and statistical formulas for the preparation of the annual budgets. Based on constantly updated projections, advise on the proper uses and expenditure of PD&S funds, and carry out the necessary forward planning to ensure the required availability of funds.

**Internal Financial Controls****25 % of time**

- a. Review and process Letters of Agreements (LOAs), Amended Letters of Agreement (ALOs), InterAgency Agreements (IAAs), Advice of Allotments, and grants. Ensure compliance with these agreements regarding the proper use of funds as well as their timely obligation and expenditure.
- b. Following State Department guidelines, oversees support provided by the Embassy under ICASS, monitors compliance. Addresses and resolves any issues or problems in this regard with Budget and Finance (B&F).
- c. Develops and implements internal controls to ensure that INL obligations and expenditures comply with applicable laws. Ensures maintenance of fiscal accountability through COAST and other reporting and filing systems.

**Reporting****30 % of time**

- a. Periodically reviews the status of obligated funds, unliquidated obligations and recommends de-obligation of funds determined to be in excess of requirements.
- b. On a monthly basis creates budget reports for INL Bureau in Washington (INL/Resource Management), INL Director and other Program Managers, for all INL Programs, including Central America Regional Strategy Initiative (CARSI), 1207, Regional Gangs Initiative (RGI)], Central America Police Program (CAPP), and DEA Reimbursable Agreement. Analyzes the obligations and expenditure reports to ensure proper execution of funds.
- c. Reviews, processes and reconciles credit cards statements for INL Panama's four Procurement Agents for payment disbursement. Monitors miscellaneous obligation documents (MODs) for the various INL programs and ensures availability of funds in order to facilitate the purchase of goods and services executed by INL procurement agents in support of the INL mission. Recommends as appropriate, the establishment of new MODs and the increase of current MODs.

**Subcashingiering****15 % of time**

- Perform the function of Sub-cashier for INL Panama, with an operating advance of \$3,000 for petty cash transactions. Process advances for occasional money holder, create sub-vouchers, reimbursement requests, or official reconciliations through the COAST cashiering module.

**Other related duties as assigned****5 % of time**

**NOTA: 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:**

Bachelor Degree in Business, Finance or Accounting is required.

### **b. Prior Work Experience:**

3 years of experience in accounting, budget or related fields is required. One year of cashier experience is required.

### **c. Post Entry Training:**

INL Financial Management, INL Program and Project Management, Accounting I and II, Budgeting Techniques.

### **d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):**

English Level III.

### **e. Job Knowledge:**

General knowledge about INL mission and INL Project objectives. Must be knowledgeable of budget and accounting procedures, and the use of computer applications such as Microsoft Office Suite and Internet.

### **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 use new accounting software and new regulations and procedures as implemented by INL and DOS. Must be able to identify error and make corrections as necessary. Must be able to communicate complicated accounting issues to individuals with no training in accounting.

## **16. Position Elements**

### **a. Supervision Received:**

Supervised by INL Deputy Director or INL 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, 4FAM, LAN-SPFMS operation manuals, ICASS user manual.

### **d. Exercise of Judgment:**

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.