

Basic Function Of Position

Maintain and balances automated accounting records for the following allotments: Program, Public Diplomacy, MSG, DAO, LGP ICASS and non ICASS, A/RSO and SD allotments totaling over \$3,000,000.00. Assists in the preparation of annual budgets for these allotments. Act as the backup for the Travel Assistant and the payroll and Time & Attendance (T&A) reporting.

Major Duties and Responsibilities

ACCOUNTING 60%

Maintains control, prepares periodic accounting reports, process Advice of Allotments and has direct oversight of all funds availability for Program, Public Diplomacy, MSG, DAO, LGP ICASS and non ICASS, A/RSO and SD. Initiates all obligations and establishes correct strip codes for all POs and vouchers. Reviews Unliquidated Obligations (ULO's) on a monthly basis. Requires in depth knowledge of the financial management systems and procedures for these agencies.

Funds management has moderately high degree of complexity due to strict line-item budgeting and requires managing several mini-allotments within each agency allotment.

Prepares drafts for all required and requested reports to the FMO and agency officials at Post.

Maintaining files of all obligations and liquidation documents.

Inputs obligations and applicable allotment changes into R-FMS system.

Acts as accounting system liaison with CFSC. Responsible for interfacing with CFSC personnel to resolve all system and accounting problems that occur. Requires detailed knowledge of both the R-FMS system and accounting system of all serviced Agencies.

FINANCIAL PLANNING 15%

Prepare financial analysis for all aforementioned allotments totaling approx. \$3,000,000 stressing control over funds. Prepares increases/decrease adjustments to maintain the funding levels accurate and up to date in accordance with the program needs arisen during the fiscal year. Performs quarterly reviews of current expenses against the initial budget submission. Assists financial specialist and provide pertinent information during the budget formulation process for these allotments.

ALTERNATE TRAVEL ASISTANT 15%

Incumbent prepares travel authorizations and travel vouchers covering all types and scopes of official travel, including R&R, consultation training, medical evacuation, emergency visitation travel, etc. Duties include:

- Calculating and preparing international and field travel advances and reimbursements for personnel (including ODC, OSC, DEA and DIA American and FSN/PSA).
- Examining travel vouchers for accuracy, and correctness. This includes ascertaining whether travel is in accordance with orders of authorization, and whether deviations are authorized.
- Advising American and FSNs on regulations and procedures governing travel and assures their compliance.
- Managing the flow of travel vouchers and advances; and informing the FMO or the Financial Specialist when vouchers are delinquent. Maintains records of all official travel with pertinent justifications.

ALTERNATE PAYROLL AND T&A ATTENDANCE REPORTING 5%

The incumbent will be expected to function as an alternate payroll clerk, perform T&A reporting, and follow up with FSC Charleston on payroll matters as the backup.

OTHER 5%

Incumbent performs other duties as required and as requested by the FMO and/or their direct supervisor. This includes special Projects, as well as performing tasks necessary to fulfill the core functions of their position.