

Major Duties and Responsibilities

1. Makes petty cash expenditures, and pays certified vouchers. Prepares-all sub-cashier vouchers for GSO's Sub-Cashier to include strip codes, and pays replenishment vouchers for other agencies such, USAID, DEA, DAO, ODC and INL. Receives collections, from employees on monthly basis for account), VAT reimbursement from the GOP, daily Consular fees in either US\$ or Local Currency, etc. Makes Dollar collections for deposit to the USDA Bank Account in Charleston, and compiles all required reports for these transactions.

Compiles petty cash replenishment vouchers and other payment vouchers to allow mission to meet its financial obligations. Prepares and pays ORE salaries. Verifies cash balance daily. Accounts receivable: sends reminders for payment of outstanding bills, (telephone, Bill for Collections from GSO/PROP for welcome kit items damage/lost, etc.) Emergency payments: request and follow up as required.

2. Maintains daily records of payments and receipts, ensures that documentation on all payments and collections are complete, accurate, and in conformance with regulations. Prepares all periodic cashier reports for Charleston FSC, and requests cash replenishment as needed. Maintains operating cash balance to meet daily needs. Reviews activity reports of USDO. Downloads MRV (fee collected) information from bank- online system- and prepares collection and deposits documents to justify deposits to the USDO account. Keeps accurate records of all MRV transactions and maintains a filing on such for further reference to USDA as required.

Enters daily transactions, i.e. Cashier /Sub-Cashier Vouchers, Collections, Deposits, Accommodation Exchange, into the WinACS and the LANSPFMS to be transmitted to Charleston FSC for proper accountability recording.

3. Drafts correspondence relative to disbursing and cash accounting for Mission and Charleston FSC. Keeps filing of vouchers and collections processed. Assist FMA on a weekly basis with the entry and proper verification of funds balance between Post WinACS and Charleston FSC's ACDC.13 report.

4. Responsible for placing the accounting strip code on cashier-related vouchers as instructed by supervisor.

5. Performs other duties assigned by supervisor.