ADMINISTRATIVE ASSISTANT (ACCOUNTING TECHNICIAN) – FMO
VACANCY ANNOUNCEMENT 16/01/02

MAJOR DUTIES AND RESPONSIBILITIES

Administrative Support 40% OF TIME

1. Reports Time & Attendance (T&A) bi-weekly for all FMO staff through a specialized T&A system.
2. Organizes file room and files all vouchers and cash documents for the Embassy Accounting, Vouchering and Cashiering Unit staff. Must perfectly file all documents according to FMO internal controls and U.S. records standards, and maintains correct markers for location which is critical for audit purposes. Responsible for retrieving records files from the warehouse as needed and maintaining an office database of stored files and boxes.
3. Orders and organizes administrative supplies for FMO. Tracks usage and coordinates orders with all FMO staff. Orders items from ICASS Expendable supply through the Ariba systems and then stocks cabinets, printers, and copiers.
4. Releases cleared cables for FMO.
5. Logistical support (i.e. taxis and hotel requests) and clearance of all visitors to the Embassy and FMO. Escorts visitors and contractors as needed.
6. Tracks, drafts and releases Diplomatic Notes related to all FMO matters.
7. Coordinates the clearance and Diplomatic Note response to the Ministry of Foreign Affairs for the waiving of airport landing fees. Set process as outlined in FMO Standard Operating Procedure.
8. Types correspondence and Diplomatic Notes, in both English and Spanish, handles incoming and outgoing correspondence to FMO. Retrieves mail two times daily from the mailroom.
9. Maintains and organizes all central FMO files and charts, including leave calendars, FMO organization chart, budget documents, positions descriptions, and certification documents. Makes labels for all files and maintains office bulletin board. Shreds papers as needed.
10. Assists in organizing and maintaining the offices, files and documents for the American Financial Management Officer and FSN Financial Specialist.

Accounting Technician – non-Post held allotments 20% OF TIME

1. Acts under general guidance from the Financial Specialist in the handling of non-Post held allotments (except for VIP visits). Receives funding by cable or email granting spending against non-Post held funding for the procurement of goods and services through ILMS, E2, Travel Manager, and petty cash.
2. Provides fiscal data for approved goods and services as needed in the appropriate format, such as entering fiscal data in to the Arriba/ILMS system or hand writing fiscal data for petty cash items. Reviews and analyzes Accounting reports obtained directly for FMO Software (COAST) in order to review liquidations, ensures payment documentation meets the standards for authorizations, and monitors expenditure against budget.
3. Verifies availability of funds and ensures that funding is provided only up to approved amounts.
4. Provides documents for the signature by an American for funding availability.
5. Keeps accurate records of all expenditures and follows up on unliquidated balances.
6. Communicates with the funding office on the status of funds, and requests additional funding approval for shortfalls as needed.
7. Provides reports and copies of payments back to the appropriate office for their records, and asks for deobligation of any remaining amounts.
8. Manages relationship with external offices that coordinate procurement requests on behalf of the funding office (i.e. new agencies, Post language program, and ATA.).
9. Obtains access to the FMO payment system, RFMS, as directed.
10. Acts under general guidance from the Financial Specialist in the handling of the Suspense Deposit Account (SDA) and the serviced allotment for President's Emergency Plan for AID's Relief (PEPFAR) funding through NAMRU-6.

Accounting Technician – Post held and serviced allotments 20% OF TIME

1. Acts under general guidance from the Financial Specialist in the handling of the Suspense Deposit Account (SDA) and the serviced allotment for President's Emergency Plan for AID's Relief (PEPFAR) funding through NAMRU-6.

2. Financial planning duties:
   - Performs operational program budget execution duties. Performs studies and audits on control and use of funds throughout the year. Assures that obligations incurred and resulting expenditures of funds are in accordance with pertinent laws and regulations.
   - Conducts financial analysis for handled accounts, stressing control over funding. Executes the operating budget for handled accounts.
   - The employee prepares increase/decrease adjustments to maintain the funding levels accurate and up-to-date in accordance with the program needs arisen during the fiscal year.
   - Prepares financial plans, mid-year and quarterly reviews and monthly flash reports. Maintains direct contact with NAMRU-6. Officers in support of management, budgeting, and accounting duties. Complies with officer requirements to provide offices with weekly and monthly reviews of RFMS/M 60/62 reports for officer information and reviews.

3. Allotment accounting duties:
   - Identifies differences between proposed changes to internal operating programs and projected spending for those programs. Recommends actions to accommodate differences. Identifies relationships between projected major program changes and the projected budget. Forecasts shortfalls and actions necessary to accommodate the changes. Prepares special analyses of fund expenditures as necessary. Evaluates the effect of cost and program changes on the budget execution process.
   - Performs the allotment accounting functions using the RFMS/M Direct Connect accounting system that includes the recording of all financial transactions through funding and obligation entries.
   - Performs daily, monthly, and quarterly reviews transactions. Reviews un-liquidated balances and status of obligation reports for current and prior fiscal years to determine the validity of the outstanding open balances
   - Pre-audits a wide variety of financial documents, including purchase orders, travel orders, contracts and vouchers in order to obligate appropriated funds.
   - Maintains the SDA account according to regulations and internal controls rules. Reviews the status of any SDA items each month with American FMO or Financial Specialist.

4. Financial reporting duties:
   - The employee is responsible for preparing financial status reports to be used by the various responsible fund holders. Generates and reviews RFMS/M 60/62 report for all handled accounts for accuracy.

5. Coordinates FMO Monthly Unliquidated Obligations Review and Open Advances:
   - The employee is responsible for coordinating the monthly Unliquidated Obligations Review for reporting to RM/GFS Charleston. Reviews the Open Advances on a bi-monthly basis and follows up with all officers in order to clear and report to RM/GFS Charleston.

Special Projects, Back-Up Duties, and Other Assignments 20% OF TIME

1. Responds to all RM/GFS Charleston Interagency Liaison Office requests for copies of cashier or payment vouchers. Assists with other audit requests as assigned. Communicates and maintains contacts in corresponding RM/GFS Charleston offices.
2. Serves as back-up for Payroll Liaison to position number A53901 in all matters related to Payroll and Time & Attendance. Services as back-up as needed for four Budget Analyst positions.
3. Works on special projects as directed by the American Financial Management Officer and FSN Financial Specialist. Special projects could be related to any work involving FMO and skills required could vary greatly depending on the project.
4. Other projects as assigned.