

## VACANCY ANNOUNCEMENT # 15/01/03

---

### **ASSISTANT CASHIER FSN-8 (OR); FP-6 (NOR)**

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** January 8, 2015  
**Closing Date:** January 22, 2015  
**Work Hours:** Full-time – 40 hours per week  
**Desired Start Date:** February 23, 2015

---

ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

---

The U.S. Embassy is seeking an individual for the position of Assistant Cashier in the Financial Management Section (FMO).

#### **BASIC FUNCTION OF POSITION**

The incumbent services as the Assistant Cashier. The incumbent's work helps to meet the cashiering operations requirements for the Financial Management Office services provided through ICASS. Serves as assistant to the principal Class B Cashier, who manages a highly complex cashiering program. Performs full range of cashiering functions daily in highly complex cashiering operation from an advance withdrawn from the principal cashier on a full time basis. Provides services at a cashier window for vendors, employees, invitational and temporary duty travelers, etc. Provides high level of cashiering services to ICASS Customers as measured through customer survey and feedback

**Please note:** At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

#### **QUALIFICATIONS REQUIRED**

---

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

---

- 1. Education:** Completion of university in accounting or business management is required.
- 2. Experience:** One to two years of experience in banking, voucher examination, or bookkeeping or related fiscal work is required.
- 3. Language:** Level III (Good Working Knowledge) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.
- 4. Job Knowledge:** Must have in-depth knowledge about all cashiering operations and processes, and financial operations. Must have a working knowledge of the financial systems.
- 5. Skills and Abilities:** Must have the ability to work under pressure. Must have accurate numerical skills as the position deals with large sums of cash and the incumbent is a personal accountable officer. Must have accurate keyboard/data entry skills. Skilled in the identification of counterfeit currency, both Peruvian and U.S.

### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Hiring Office will receive qualified applications in the following order:
  - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
  - b. internal candidates, and
  - c. external candidates
2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under s Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment

unless currently hired into a position with a When Actually Employed (WAE) work schedule.

7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Current employees of the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

## **Submit applications to:**

[limarecruitment@state.gov](mailto:limarecruitment@state.gov)

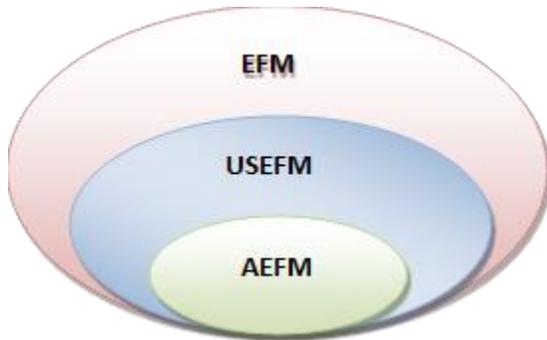
- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

---

## Appendix A

---

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location

authorized under [3FAM 3232.2](#)

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

**5. Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

---

## Appendix B

---

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

---

**CLOSING DATE: January 22, 2014**

---

**The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

---

## Major Duties and Responsibilities of the Position

### 1. Cashiering Duties: **75% of time**

- A. Serves as assistant to the principal Class B Cashier, who manages a highly complex cashiering program.
- Provides services at a cashier window for vendors, employees, invitational and temporary duty travelers, etc.
  - Performs receipt, examination, deposit, custody, disbursement or other physical handling and processing of U.S. and foreign currency and cash instruments.
  - Maintains cash accountability control methods and cash processing procedures of supported Federal Agencies at post and for the local U.S. Disbursing Officer bank.
  - Accountable for negotiability, validity, and genuineness of cash items; and acceptability requirements of supporting documents.
- B. Performs full range of cashiering functions daily in highly complex cashiering operation from an advance drawn from the Class B Cashier on a full time basis.
- Serves to disperse cashiering funds and receives cash advance from the Class B Cashier.
  - Replenishes all cash advances necessary to carry out cash transaction activities. Communicates upcoming needs for large amounts of cash so funds will be available at post.
  - Ensures that all proper documents presented for reimbursement are paid.
  - Personal contact is primarily with the vendors and employees at the cashier window.
  - Makes payments including petty cash payments, voucher payments, sub-cashier replenishments, local transportation, and travel advances.
  - Releases U.S. Treasury checks to identified vendors and employees for all agencies except for USAID. Keeps record of checks picked up.
  - Contacts vendors and employees about payments/checks ready for them to pick up. Responsible for notifying other financial staff and agency contacts when payments/checks have not been picked up in 30 days and the checks are at risk of expiring or being cancelled.
  - Maintains record of cash payment vouchers by agency for the ICASS workload counts.
  - Completes SF-1098, Schedule of Cancelled or Undelivered Checks, as needed.
  - Complete cashier information in the ARIBA system when Cash payments are required.
  - Create vendor & employee codes in RFMS/M and COAST.
  - Solves daily problems in cashiering issues under supervision of the Class B Cashier and the American Financial Management Officer.
  - Ensures safekeeping of U.S. Government funds.
  - Personal accountable for all shortage and overage of funding.

- Responsible for availability for one unannounced cash verification per month completed by the American Financial Management Officer.
- Provides high level of cashiering services to ICASS Customers as measured through customer survey and feedback.

2. Payroll and Financial Analyst Duties: **20% of time**

A. Complies and tracks payroll information for senior management review and control.

- For Locally Engaged Staff Payroll: confirms awards have been processed to update serviced allotment award payment tracking table; tracking by employee and section of all overtime, night differential and holiday pay into one report used to track spending by individual agency budgets; confirms anniversary payments in accordance to the local compensation plan; and tracks hours of WAE (While Actually Employed) staff. Prepares this report each pay period and submits it to the American Financial Management Officer, Financial Specialist, Payroll Liaison, and Accountants.
- For Locally Engaged Staff Payroll every pay period: ensures download of SHIFTS accounting payroll reports (LOC, SOL, NEXP, ELS, ALL, and CMP); converts them to word and excel; archives, prints, and distributes payroll accounting reports to budget analysts in the section. Prints and distributes NMRC Agency Locally Engaged Staff Payroll.
- For American Staff Payroll: confirms awards have been processed to update serviced allotment award payment tracking table; tracking by employee and section of all overtime, night differential and holiday pay into one report used to track spending by individual agency budgets; and tracks hours of WAE (While Actually Employed) staff. Prepares this report each pay period and submits it to the American Financial Management Officer, Financial Specialist, Payroll Liaison, and Accountants.
- For American Staff Payroll every pay period: prints, and distributes payroll accounting reports to budget analysts in the section.
- Prepares bi-weekly overtime report by section and agency.
- Prepares status of funds report daily

3. Back-up functions and assists with providing cashiering services to VIP/CODEL visits: **4% of time**

- In the absence of Class B Cashier N53401, employee performs as back-up responsible for all assigned work areas and assists with VIP/CODEL visits.

4. Other duties as assigned, including: **1% of time**

- Prepares cables, correspondence, translation and e-mails as needed.