

## VACANCY ANNOUNCEMENT # 14/09/67

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### VOUCHER EXAMINER FSN-7 (OR); FP-7 (NOR)

**From:** Human Resources Office  
**Open to:** All interested candidates  
**Opening Date:** October 9, 2014  
**Closing Date:** October 23, 2014  
**Work Hours:** Full-time – 40 hours per week  
**Desired Start Date:** November 17, 2014

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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.

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The U.S. Embassy is seeking an individual for the position of Voucher Examiner in the Financial Management Section.

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

Incumbent serves as voucher examiner performing full range of voucher functions for complex transactions for all agencies. Employee has 4 main functions: Payments, Reimbursements, Accounts Receivable and VAT processing. Employee will be required to process a wide variety of payments through RFMS while adhering to US Government regulations. Employee examines invoices, supporting documents to ensure they are valid and appropriate, and issues payments for goods and services delivered to the USG. Employee ensures that past due accounts are documented and tracked through an aging report. Incumbent processes reimbursements to various agencies or individuals when required. The employee is responsible for billing other employees or agencies. The incumbent enters data for the VAT reimbursement and / or manages the VAT reimbursement process. The incumbent will serve as a backup to other voucher examiner and perform other duties as required.

**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**

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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.

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**1. Education:** Two years of college studies in Business Administration, Accounting or Finance is required.

**2. Experience:** At least 2 years of experience in vouchering, accounting or business administration 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 knowledge of administrative procedures, in particular the ability to perform tasks requiring a high degree of accuracy and efficiency. Must have knowledge of accounting regulations and administrative procedures required to ensure the understanding of commercial contracts that support the vouchering functions, as well as the ability to interpret them and apply corresponding USG regulations and procedures. Thorough understanding of Peruvian VAT laws, tax policies, local banking and financial practices is required. Needs to possess a general understanding of the country and the local/national culture in which the organization operates.

**5. Skills and Abilities:** Must have the ability to use computer software.

### **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)

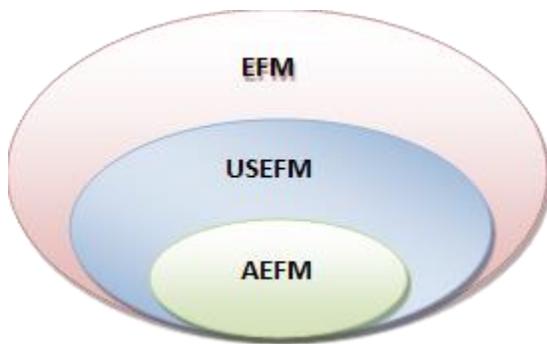
- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contracted via e-mail only.
-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

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## Appendix A

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### 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 s 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 21years 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, an 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).

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### **Appendix B**

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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

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**CLOSING DATE: October 23, 2014**

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**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.**

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### **Major Duties and Responsibilities of the Position**

A. Payments: Examines and processes Various kinds of payments: 45%

1. Travel: Processes travel advances and reimbursement vouchers for invitation travelers, USDH and their dependents, and Locally Employed (LE) Staff employees. Incumbent determines allowable expenses based on the prevailing USG regulations at the time of the travel and post policies. Examines a variety of lodging, car rental, laundry and other miscellaneous receipts to determine proper travel reimbursement amounts or to justify disallowances as appropriate.

2. Corporate USG Travel Credit Card: Audits and examines bank statement of account and individual supporting documentation for the monthly preparation and process of the USG travel card for airtickets purchased by the mission. Maintains appropriate working files and spreadsheets to facilitate payment processing and to enable FMO accountants with readily available information on post funded travel authorizations liquidation status.

3. Rental: Processes quarterly rental payments for short-term leased properties. Determines the amount to be paid to the landlords applying corresponding rental deductions in conjunction with GSO Housing Unit and corresponding agencies admin officials.

4. Transportation: Audits invoices and processes payments for incoming and outgoing household effects, private owned vehicles, and airfreight shipments of all US Mission employees.

5. Medical: Processes payments for medical related purchase orders, American and local personnel medical examinations, hospitalizations, and laboratory tests. Maintains liaison with the Embassy's Health Unit to ensure that the fiscal cite authorization is available from MED/W.

6. NAMRU: Responsible for the data input into RFMS/M system of non-cashier vouchers for NAMRU-6 Agency.

7. Grants:

8. WHA Non-post held funds: Responsible for processing grant payments.

9. Corporate Purchase Card: Audits and examines bank statement of account and individual supporting reconciliation documentation provided by card holders on a monthly basis. Maintains appropriate working files and spreadsheets to facilitate payment processing and to enable FMO accountants with readily available information on post funded credit card orders liquidation status.

10. Vendors: Audits and processes difficult and complex invoices received due to the purchase of a variety of goods and services supported by purchase orders, blanket purchase agreements,

contracts, and other procurement obligating documents for all serviced and non-serviced agencies. Payments include, but are not limited to, payments for cleaning, maintenance, gardening, building elevators, vehicle insurance, and local guard program contracts, US Government properties remodeling, courier, supplies, equipment, subscriptions, CODELs and other special visits, special events such as 4th of July event, and other services such as INL incentive and projects, police stipends. Obtains missing documents and notifies the LE Staff Certifying Officer when assistance is required in obtaining any missing document. Provides payment information to vendors and serviced agencies as needed. Maintains vendor correspondence files for information purposes. Incumbent will have to ensure not only proper payment of invoices, but timely check delivery to vendors in order to meet payment deadlines and to avoid penalties.

11. Telecommunications: Processes a variety of different types of telephone voucher payments on a monthly basis. Telephone payments such as: switchboard telephone services, direct lines, cellular, blackberries, Nextel (radios), internet, virtual private network, global phone, IVG lines, and vacant houses phone bills. Acts as liaison with GSO and IPC to coordinate any issues regarding the above mentioned telephone payments for all agencies.

12. Utilities: Utilities and bottled water bills received due to the purchase of services for all Government Owned and short-term leased properties. Responsible of paying water, electricity and gas through the PPP (Prime Pay Process) on a timely manner in order to avoid service cuts. Acts as liaison with GSO to coordinate any issues regarding the above mentioned utility payments for all agencies.

13. Allowances: Audits and processes payments for USDH and USPSC dependent's school invoices, audits school invoices and employee reimbursement claims to ensure accurate and authorized expenditures in accordance with the Standardized Regulations. Maintains files and records of all SF-1190 authorizations, SNEA authorization cables, supplementary education allowance authorizing letters and other education allowance related documentation for future allowances. Assists budget analysts in the section in the preparation of education allowance reference. Submits accurate and timely education allowance reports annually to the Office of budget data calls.

14. Official Residence Expenses (ORE): Processes salary payments including extra day payments, vacations, ESSALUD benefits and severance if applicable based on HR Section computation in compliance with corresponding individual ORE contracts. Reviews all reimbursement claims submitted by the Ambassador and DCM to ensure that they merit reimbursement according to the 3 FAM and Standardized Regulations. Maintains files and records of all ORE employees voucher payments for future reference.

15. Prompt Payment Act: Scrutinizes the vendor invoices for compliance with the Prompt Payment Act. Review the invoices to ensure all items are complete and accurate, and will notify vendors or other offices if information is incomplete or inaccurate.

16. Logging of Certified Vouchers: receives certified vouchers from the certifying officers, and logs them into the voucher tracking database application and/or invoice log databases. Incumbent will file the voucher as required.

## B. Reimbursements 20%

1. VAT Reimbursement Process: Prepares documentation for the Value Added Tax (IGV) claims

submitted on behalf of the U.S. Embassy to the Ministry of Foreign Affairs and SUNAT for refund purposes. Process includes, but is not limited to the following duties:

- a) Preparation of diplomatic notes and necessary correspondence to the Ministry of Foreign Affairs to maintain current the Database kept by them on official USG properties and accredited personnel information needed for the IGV reimbursement process;
- b) Compilation of the original paid invoices containing IGV amounts for items subject to IGV reimbursement process in accordance with the Peruvian decree laws;
- c) Compilation of the U.S. Government funded international tickets purchased by the U.S. Embassy, which are also subject to the IGV reimbursement process according to the host government law;
- d) completion of host government official forms required to present IGV claims;
- e) preparation of summary report to record the amount and fund cites of each individual IGV claim submitted for IGV reimbursement - this procedure ensures that later the IGV refunded amounts are properly credited back to the fund sites from which payments were made;
- f) delivers the completed IGV documentation to the Ministry of Foreign Affairs and SUNAT office;
- g) keeps track of submitted documentation;
- h) completes follow-up actions to ensure proper and timely IGV reimbursement for the U.S. Embassy;
- i) picks-up the check issued by the host government as refund of the IGV submitted claims;
- j) delivers the check to the Cashier Office for the preparation of the OF-158 collection receipt;
- k) responsible for developing a good level of contact with the Peruvian government officials working in the IGV refund process.

2. Representation Vouchers: reimburses U.S. Mission officers for representational expenses incurred based on Standardized Regulations and approved Post representation policy rates.

C. Accounts Receivable - Duties include recording and monthly reporting: 10%

1. Medical: Responsible for collection of medical reimbursements owed to the Embassy in lieu of payment of medical invoices within Health Insurance Plan for local and overseas hired staff.
2. Personal phone calls: Maintains accounts receivable records for proper billing of personal telephone long distance calls made by mission employees from official lines and of penalty fees for broken/lost cell phones.
3. Travel: Responsible for collecting accounts receivable from travelers as a result of unused travel advances.

VAT reimbursement Data Entry 10%

As part of the VAT reimbursement process, this position performs data entry to the FMO VAT Application related to reimbursable sales taxes on utility bills for government owned properties, reimbursable sales taxes for air tickets, local guard program invoices, fuel (Petroperú) and reimbursable telephone bills for government owned.

D. Other Duties 5%

- a. Suspense Deposit Accounts: payments made based on SDA established obligations.
- b. ICASS Workload Counts: Compiles and assists ICASS responsible employee in the annual

process of reporting ICASS Workload counts to Post ICASS Council.

c. FMO Utilities Application Maintenance: using Housing Unit reports such as, Housing Boards, Move-ins, Move-Outs, E-mails and HR reports of arrivals and departures.

d. Incumbent must also keep updated the list of building maintenance administration contacts and payment information for each administration.

e. Utilizes several database systems designed by the U.S. Government, including COAST, ARIBA, voucher tracking log and Invoice Log.

f. Maintains filing of utilities vendor correspondence and monthly summary reports for utilities payments.

g. Prepares a monthly report for the LE Staff Certifying Officer on the payment status of all bills.

h. Performs other work as assigned in support of special projects and events.

Back-up duties 5%

Performs back-up duties for other voucher examiners as indicated by the supervisors.

E. Post Support Unit (PSU) 5%

Responsible for the processing and submission of vouchers to the RM/GFS Charleston Post Support Unit. PSU will process the submitted voucher in RM/M and certify the payment. The voucher examiner will submit the voucher as described in FMO's Standard Operating Procedure (SOP) for PSU vouchers.