



**United States Consulate General
Sao Paulo, Brazil
Human Resources Notice N°: 24
Date: July 07, 2014**

To: All Staff

Subject: Vacancy – Voucher Examiner – (FULL PERFORMANCE LEVEL)

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: Voucher Examiner, FSN-7; FP-7

OPENING DATE: Monday, July 07, 2014

CLOSING DATE: Monday, July 21, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): R\$ 44,316 p.a. (Starting salary) (Position Grade: FSN-7)
*Not Ordinarily Resident (NOR): US\$ 39,994 p.a. (Starting salary) (Position Grade: FP-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS (ATTACHED TO THE APPLICATION) TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Voucher Examiner to work in the Budget and Financial Office (B&F).

BASIC FUNCTION OF POSITION

The incumbent is responsible for preparing, reviewing, auditing and processing all types of certified disbursements for Consulate.

MAJOR DUTIES AND RESPONSIBILITIES:

[90%]

Primary Responsibility: Is to prepare, review, audit and process all types of certified disbursements for Consulate. This role encompasses a number of distinct transaction types:

Property expenses and Utility bills,

- Vendor claims, national and international, contracts, purchase cards and Purchase orders,
- Medical vouchers, Educational & Special Needs, Representational and other employee reimbursement vouchers,
- Grant payments,
- Transportation and Travel, includes travel claims outside of e-Travel systems,
- Performs other voucher unit duties as assigned, reconciling vendor statements, liaison with the Post Support Unit on queried payments, maintaining databases outside of RFMS, control and retirement of financial records.

[5%]

Alternate Class B Cashier:

Incumbent is Alternate Class B Cashier and may act in this capacity when the Class B Cashier is on leave.

[5%]

Other Financial Management / General Duties as Directed:

Voucher unit supervisor will assign the above workload to individual voucher examiners balance expertise and cross training. Voucher examination requires the preparation, audit and processing of the required documentation: (Generally a vendor invoice, an authorized ordering document and evidence of performance and acceptance by the USG).

Auditing requires the incumbent to:

- Verify accounting data provided on the ordering document / FMC accountants. Access and interpret data from RFMS, COAST, ARIBA, Post Personnel OPS, RPA etc. as required
- Verify that payment was performed in accordance with applicable agency's regulations. (This includes, but is not limited to STATE, DOD, COMMERCE, AGRICULTURE, NAVY, DHS, HHS, TREASURY, JUSTICE, TRANSPORTATION)
- Verify that payment complies with the contract / purchase order / lease
- Verify payments are legal under US and host country law
- Verify no duplicate or improper payment is made
- Verify the accuracy of the invoice or claim
- Verify performance or delivery of goods and services
- Follow up on all discrepancies with vendor, procurement/ordering office, claimant or receiving office and resolve prior to processing both verbally and in writing, in English or Portuguese as appropriate.

Processing requires the incumbent to:

- Date entry into FMC Data Base applications / SharePoint documents
- Uploading files / additional components to files to secure servers in FMC or other State applications (ARIBA)
- Accurate and rapid data entry of complex documents to RFMS Momentum
- Filing hard and electronic copies of vouchers
- Maintenance of reference files
- Executing corrections passed back from Voucher Pre Certifiers and Certifying Officers, if necessary following up as described in the audit section above.

Voucher Examiners maintain a customer focus and work to meet customer expectations. All staff have input into improving and streamlining business process. Incumbents must be fully cross-trained to provide journeyman services in all voucher section duties.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: A minimum of 2 years of college or university studies in accounting, mathematics, economics or any discipline related to the liberal arts or social sciences is required.

EXPERIENCE: A minimum of three years in one of more aspects of financial management required including one year experience in managed accounts required.

LANGUAGE: Level III English (good working knowledge) in both speaking and reading is required. Level III Portuguese (good working Knowledge) in both speaking and reading is required. *These will be tested.*

KNOWLEDGE: Knowledge of management accounts structure, methods, and concepts of serviced agencies. Knowledge of the basics on relevant local laws as they may impact on contracts, leasing, and other financial instruments produced by the Mission and under incumbent's administrative responsibilities.

SKILLS AND ABILITIES:

- Typing level I (15-29 wpm);
- Ability to work with computer software packages including word processing, spreadsheets, email, internet and similar applications;
- Ability to work effectively in a fast-paced environment;
- Ability to meet deadlines, plan and organize work and assignments with minimal supervision;
- Ability to pay attention to details;
- Ability to read and understand financial documents and related instruments.
Some of these skills will be tested.

SELECTION PROCESS

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

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, continuity and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. **Please submit your most recent Employee Performance Report (EPR).**

4. Currently employed US 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.

5. Currently employed NORs hired under a 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.

TO APPLY

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

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae **IN ENGLISH** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; 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. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title "Voucher Examiner".

CLOSING DATE FOR THIS POSITION: Monday, July 21, 2014

The U.S. Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, 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.

Drafted: E. Branco

Cleared: E. Gohoure

Approved: C. Lambert

Appendix A

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 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 the 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 (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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 3 FAM 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 [3 FAM 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. An 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 his/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 US 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 US 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 US Social Security Numbers are also OR. All OR employees, including US 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 do 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. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

This email is UNCLASSIFIED.