

**AMERICAN EMBASSY
DAKAR, SENEGAL
VACANCY ANNOUNCEMENT**

JOB ANNOUNCEMENT NUMBER: DKR-2012-11

OPEN TO: All interested candidates

POSITION: Voucher Examiner / Alt Class B Cashier. FSN-8/ FP6 **Developmental Level FSN7/ FP7**

OPENING DATE: March 07, 2012

CLOSING DATE: March 21, 2012

WORK HOURS: Full-time position, 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Dakar is seeking an individual for the position of **Voucher Examiner / Alt Class B Cashier**

Copy of the complete position description listing all duties and responsibilities are available on the US Embassy website <http://dakar.usembassy.gov/>. Send your applications via e-mail to PersonnelDakar@state.gov.

13. Basic Function of Position

As Voucher Examiner, the incumbent is responsible for processing accurately, timely and within ICASS standards, vouchers for serviced agencies in the Mission. Incumbent must be thoroughly familiar with information and appropriateness of the expense as well as each agency's complicated accounting systems and be able to spot errors within the fiscal strip code on the vouchers. Incumbent is responsible for examining each document for correct fiscal data. This involves an extensive knowledge of the complicated Momentum System, Regional Financial Management System, E2 Travel and proper procedures for inputting vouchers, collections and deposits into the accounting system. Payments must be made within ICASS standard time frames and via electronic funds transfer (EFT). Once the documents are entered, the incumbent prints the Undisbursed Voucher Detail Reports and assembles them for certification by the Certifying Officer. As Alternate Class B Cashier, incumbent is responsible for operating an imprest fund of approximately USD 28,000.00 in both U.S. and local currency for Dakar and Bissau. The cashier is an accountable employee and is personally responsible for safeguarding U.S. Government funds and supporting documentation. Serves as the alternate contact for the Mission's local banking partner. Processes cash and non-cash transactions, including collections, payment of travel advances, vendors, MRV collections, purchases of goods, and accommodation exchange for special visits. Completes daily work within scheduled working hours. Process and reconcile reports from the Global Financial Services Center (GFSC) and check reimbursements. Audit with data entry of cashier vouchers and collections into COAST.

14. Major Duties and Responsibilities:

60%

Vendor voucher duties include auditing, reviewing, preparing and processing all types of vendor claims and payments. Incumbent has the responsibility for processing payments of Purchase Orders (POs), purchase cards and Blanket Purchase Agreements (BPAs) pertaining to serviced

and non-serviced agencies. The receipts accompanying each voucher must conform to rules governing limitations on the amount of payment, correctness and legality of payment. Incumbent is responsible for keeping an updated file control of all PO and BPA payments in order to avoid duplicate payments and to validate that the amount specified on the POIBPA has not been exceeded. Payments must be made in accordance with the Prompt Payment Act to avoid incurring late payment penalties. The incumbent ensures that expenses are authorized and allowed by the Standardized Regulations or FAM and contain the correct fiscal data. Incumbent must follow-up with cashiers, FMC accountants, and directly with non-State agency financial personnel to resolve highly complex fiscal data problems. Incumbent is responsible for reconciling accounts and for developing and maintaining various spreadsheets as needed for the reconciliation process. For travel-related claims, incumbent must check proper use of Government contract fares and compliance with the Fly America Act. The incumbent ensures that expenses are authorized and allowed by the Standardized Regulations, Foreign Affairs Manual (FAM) or Federal Travel regulations (FTR) or Joint Federal Travel Regulations. Incumbent is responsible for maintaining voucher log by entering all vendor invoices, travel vouchers and allowances into data base. Incumbent will screen vouchers, send rejection letters assign voucher numbers for tracking.

10%

Assist in the reconciliation against the ACDC 13 and 14 reports that come from GFSC against the cashier's 99 Activity Report to verify correctness of the accounts on a weekly basis. Process all reimbursement requests from all sub-cashiers throughout the Mission in Senegal and Bissau in order to retain sufficient operating funds. Process through RFMS all local currency deposits that are made throughout the Mission and all U.S. Dollar deposits to the Federal Reserve Bank through Global Financial Services Center (GFSC). Audits cashier vouchers and collection data into COAST computer system. Review and analyze monthly cashier reports to eliminate any discrepancies between GFSC and the Window version of Automated Cashier System (Win-ACS) system in order to maintain consular reports as current. Assists with monitoring other cashier activities as directed.

10%

Working with the local banking partner in Dakar, and directly for Bissau, will be responsible for reimbursement of Embassy agencies and employees for valid purchases made in the name of the U.S. Government. Ensures that invoices, receipts, and/or vouchers are properly approved, comply with official regulations (including the USD 500.00 limit), and contain all necessary fiscal data prior to disbursing payments. Reimburses alternate and sub-cashiers for valid payments made from petty cash funds. Must enter all data into the Win-ACS. Prepares and submits regular reimbursement requests in order to retain a sufficient operating fund. Makes daily deposits of either U.S. Dollars or local currency with designated local bank. Incumbent is responsible for daily Win-ACS reconciliation of the imprest fund account. Distributes, tracks, files, and mails non-payroll checks within the Embassy. Tracks files and mails stop payments for U.S. Dollar and local currency checks. Deposits checks for vendor and LES through the local contracted banking partner (Ecobank) and other banks in Senegal and Guinea Bissau.

Accurate records must be maintained at all times. Keeping office organized and neat is a must. Any discrepancies must be reconciled or reported to GFSC within 24 hours of discovery. Incumbent is personally responsible for any cash shortage.

10%

Will be responsible for accepting and issuing official receipts for all official collections, Embassy proceeds of sale, including the Embassy Consular collections. Consular collections must be verified against the Automated Cash Register System (ACRS) reports, recorded into the Win-ACS. Other collections that are received are outstanding travel advances; payments from other agencies for services provided for personal long-distance phone calls, MRV fees, INCS

fees, etc. All records must be kept in Win-ACS and be reconciled daily.

5%

Vendor Claims and Procurement Orders: Examines vouchers involving the reimbursement of payments made by Ecobank as the outsourced cashier operator. Ensures that supporting documents are included in these vouchers and payments submitted for reimbursement are genuine, error free, have been properly completed and bear correct approval and certifying signatures. As required, prepares non-cash payment requests for processing, ensuring all include accurate fiscal data, description of purpose for payment and complete payment information for electronic payment. For all payments, verifies that all supporting documents, including vouchers, are attached. Maintains accurate records of all vouchers and claims processed.

5 %

Will be the secondary contact for coordination between the FMC and the local contracted banking partner (Ecobank) to include scheduling monthly meetings, monitoring bank partner performance, and working with bank liaisons to resolve issues and improve processes and services. Will intervene as needed to help GFSC Charleston resolve issues with the partner bank involving the USDO account. Will be responsible for other administrative duties including but not limited to: receiving and dispersing mail, ordering supplies, filing and boxing documents for retention. Serves as the back-up administrative assistant for the section. Other duties as assigned.

Qualifications Required For Effective Performance

a. Education

University degree in Business Administration, Commerce, Accounting, Financial or any Management-related program.

b. Prior Work Experience

Three years experience in one or more area within financial management and/or cashiering. Strong PC skills, including Excel, Word, and Power Point.

c. Post Entry Training

Cashier training ("Training for overseas cashiers") must be completed and passed within 180 days of the beginning of employment. Voucher examiner training ("GFS2 1 – Voucher Examination") must be completed and passed within 180 days of the beginning of employment.

d. Language Proficiency:

List both English and host country language(s) proficiency requirements by level (*/I, /II*) and specialization (*sp/read*). Level III English and French (written and oral)

e. Job Knowledge

Thorough knowledge of vouchering in Momentum, WinACS software, collections and disbursements, application of the Cashier User Guide (CUG), the FAM (especially 4 FAM), applicable Treasury Department laws and regulations governing cash operations, cash transactions, banking, cash disbursements and exchange rate transactions.

f. Skills and Abilities

Adept at dealing with cash transactions, including collections, payments during nonnal or after-normal window hours, and reconciliation of accountability. Must possess a high degree of honesty and integrity. Excellent customer service skills. Good computer, computational and

organizational skills. Able to work independently, at a brisk pace and able to multi-process.
Good judgment.

16. Position Element

a. Supervision Received

For vouchering duties, from the Senior Financial Assistant and Financial Management Officer.
For cashiering duties, from the Financial Management Officer.

b. Supervision Exercised

N/A

c. Available Guidelines

FAM, FAIL, DSSR, Treasury regulations, Appropriate Law, CUG and other regulations.

d. Exercise of Judgment

Must exercise good judgment in reviewing vouchers and receipts presented for payment in order to detect areas of possible inadequacy or irregularity.

e. Authority to Make Commitments

Concurs with decisions regarding the issuance of advances to sub-cashiers. Controls the replenishment of cash advances. Determines the correctness of vouchers from sub-cashiers and employees.

f. Nature, Level, and Purpose of Contacts

Has contact with two alternate Class B cashiers and four sub-cashiers, the Management Officer, FMOs, and all levels of Mission personnel, both American and Senegalese.

g. Time Expected to Reach Full Performance Level

One year

SELECTION PROCESS: When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate's application specifically address the required qualifications above.

NOTE: Only short listed candidates will be contacted.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- (2) Current employees serving a probationary period are not eligible to apply.
- (3) 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.
- (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 Not Ordinarily Resident (NOR) employees 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.
- (6) Background check will be conducted if selected.

TO APPLY: Interested candidates for this position must submit the following or the application will not be considered:

- (1) Optional Application for Federal Employment (OF-612), US Embassy Dakar Application Form, or

current resume/curriculum vitae that provides the same information as the OF-612.

(2) Letter of motivation addressing the qualification requirements of the position as listed above,

(3) Any additional documentation (e.g., essays, certificates, awards, copies of degrees earned) as relevant.

(4) Candidates who claim US Veterans' preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO: American Embassy, Dakar, Human Resources Office
E-mail Address: PersonnelDakar@state.gov

CLOSING DATE FOR THIS POSITION: March 21, 2012

The US Mission in Senegal 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.

DEFINITIONS:

1. 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 below) 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.

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

- Spouse;
- 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.

3. 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.

4. 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 General or Foreign Service (GS or FS) salary schedule, not under the Local Compensation Plan (LCP). If an individual is holding a diplomatic status through a spouse or partner by a third country or international organization (e.g., Union Nations), the candidate is classified as Not Ordinary Resident (NOR) and paid off the US FP Scale.

5. 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 LCP.