



Statement of Work

Position Title: Cashier/Administrative assistant

Department: Finance/Admin Department

Supervised by: Director, Management and Operations (DMO)

Type of position: Personal Service Contractor, Full Time

Closing Date: March 20, 2016

Summary

Performs principal "Class B" cashier functions in compliance with Peace Corps regulations. Handles all financial transactions (collections, disbursements, accommodation exchange payments) to trainees, Volunteers, staff, and vendors from the imprest fund via the Peace Corps accounting system (FORPOST). The Cashier/Administrative Assistant assures that the fund is properly maintained; submits accurate documentation to Global Accounts Payable (GAP) or other financial offices for fund replenishments on a timely basis; receives imprest fund replenishment checks; and maintains up to date accountable records of the imprest fund transactions, which includes the Overseas Cashier computerized accounting entries.

Description

. Principal "Class B" Cashier (60%)

- Verifies the correctness of all receipts prior to disbursement in accordance with Foreign Affairs Manual (FAM) and Peace Corps regulations
- Prepares a daily cash count for Director of Management and Operations (DMO) review.
- Prepares a cashier imprest replenishment vouchers/requests (at least weekly but more frequently, as appropriate) to be forwarded to GAP.
- Prepares official monthly Cashier's reconciliation statement with back-up Form PC/099 for DMO or Country Director signature and records at Peace Corps headquarters in Washington, DC.
- Prepares periodic financial reports for the post, Peace Corps headquarters and other supporting organizations.
- Maintains up-to-date Cashier Statement of Accountability form and log.
- Maintains an up-to-date knowledge of Cashier Reference Manual and the Peace Corps Manual Sections pertaining to Cashiering in Overseas Financial Manual Handbook (OFMH).
- Maintains up-to-date knowledge of the FORPOST accounting system and procedures associated with this accounting system.
- Strictly adheres to the guidelines regarding the necessary safekeeping of the fund.
- Periodically analyzes the turnover in the imprest fund and initiates increases/decreases to the fund level, as necessary. Recommends to the DMO solutions to financial problems and the establishment or improvement of suitable accounting control procedures. Works directly with Cashier Operations in Washington and Charleston to rectify all reconciliation problems or errors on the Charleston statements.
- Supervises authorized sub cashiers, monitors their performance and adherence to regulations, verifies the accuracy of their calculations and payments. Cashier is accountable to Peace Corps and USG (United States Government) regulations, for advances given to sub-cashiers and the alternate cashier. Provides training for sub-cashiers and alternate cashier in the procedures to be followed when acting in that capacity ensuring that each one has been given a copy of Manual Section 760.
- Works in conjunction with the Financial Assistant in maintaining a log of vendor, staff and volunteer checks. Cashier logs checks when received from Washington (after DMO review) and distributes all the checks issued by Peace Corps Sierra Leone to vendors, staff or volunteers in compliance with post procedures.

- As the official collections officer at post, develops sustainable collections procedures in line with imprest collections procedures and Peace Corps accounting system.

Payment Preparations & Bank Liaison (10%)

- Prepares necessary documentation for large imprest multiple payments for Volunteer quarterly allowance payments authorized by Washington.
- Prepares all letters to appropriate banks for staff salary deposits and volunteer deposits
- Serves as primary contact for volunteers on all matters related to their living allowance and management of their bank accounts.
- Liaises with bank officials on matters relative to the imprest fund and Peace Corps accounting
- Drafts financial letters, memoranda, and cables for signatures of the DMO and/or CD regarding all financial processes under his/her direction.

Peer Leadership of Sub-cashiers (5%)

- Trains all sub-cashiers and the alternate in the procedures to be followed when acting in that capacity, ensuring that each one has been given a copy of Peace Corps Manual Section governing imprest fund and the OFMH governing cashier operations.
- Inputs in-training delivery or delivers training to volunteers on handling of project funds. Provides training to Trainees on the handling of banking and bank accounts. Recommends solutions to the DMO with regard to financial problems and the accounting control procedures

Time Keeper (20%)

- Maintenance of staff time and attendance - Ensures accuracy of PC-57 cards and facilitates review of leave records bi-annually. Receives and checks local and third country national staff T&A sheets on a bi-weekly basis.
- Prepares and submits signed T&As of local staff. Enters T&A information into PC-57 individual forms.
- Keeps records of staff annual leave and sick leave. Reviews the Statement of Payments for PC Sierra Leone local staff and certifies to GAP that all payments are proper and correct.
- Prepares contracts to newly hired PSCs according to the information received from DMO and salary scale
- Reminds supervisors about up-coming performance evaluations and provides necessary documentation and support.
- Follows up and amends contracts as needed.
- Informs VPS about changes in staff salaries and submits copies of signed contracts to headquarters.
- Calculates pay and deductions of contracted staff salaries/overtimes/benefits and sends information to VPS for direct deposit to contracted staff bank accounts.
- Provides information to staff on local compensation plan and benefits.
- Provides information and sufficient paperwork to staff on income tax payments.

Other (5%)

- Undertake responsibilities as staff point person for Volunteer payment questions, such as living allowance, utility supplement, and leave and travel allowances.
- As indicated by the DMO, assist with the preparation of the Integrated Programming and Budget Submission (IPBS) and participates in other post planning activities.
- Other duties as assigned.

Safety and Security

Every individual with any involvement in the operations of Peace Corps Sierra Leone, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:

- a. Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
- b. Awareness and understanding of emergency procedures at both home and office.
- c. Awareness and understanding of duties associated with the Peace Corps Sierra Leone Emergency Action Plan.

Availability, at both home and office, of staff and Volunteer contact phone numbers and / or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

Other

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

“Duties may be subject to change as determined by the Contracting Officer.”

Qualifications, Skills and Experience Required

- Education: A university degree or equivalent in Accounting, Auditing, Business Administration or a related field.
- Prior Work Experience: A minimum of 2 years of progressively responsible experience in Cashiering, basic Human Resource Management and/or Payroll functions
- Knowledge of MS Office computer applications (Word, Excel, Outlook,).
- Experience working in a cross-cultural environment with U.S. citizens.
- Previous work for USG preferred.
- Language: Proficiency in oral and written English.