



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST <p align="center">Singapore</p>		2. AGENCY <p align="center">Department of State</p>		3a. POSITION NO. <p align="center">100580</p>
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION				
<input checked="" type="checkbox"/> a. Redescription of duties: This position replaces (Position No.) <u> N50-031 </u> , <u> Assistant Cashier (Voucher Examiner) </u> (Title) <u> FSN-415 </u> (Series) <u> 7 </u> (Grade)				
<input type="checkbox"/> b. New Position				
<input checked="" type="checkbox"/> c. Other (explain) The position becomes vacant and the last classification was performed more than five years. The main duties is updated from cashiering to vouchering.				
5. CLASSIFICATION ACTION				
a. Post Classification Authority BKK/BRCC		Position Title and Series Code <p align="center">Voucher Examiner, FSN-420</p>		Grade <p align="center">7</p>
b. Other				Initials <p align="center">GH</p>
c. Proposed by Initiating Office				Date <i>(mm-dd-yyyy)</i> <p align="center">09/15/2016</p>
6. POST TITLE OF POSITION (If different from official title)			7. NAME OF EMPLOYEE	
8. OFFICE/SECTION <p align="center">Management Office</p>			a. First Subdivision <p align="center">Financial Management Office</p>	
b. Second Subdivision			c. Third Subdivision	
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.			10. This is a complete and accurate description of the duties and responsibilities of this position.	
..... Typed Name and Signature of Employee Date <i>(mm-dd-yyyy)</i>		 Typed Name and Signature of Supervisor Date <i>(mm-dd-yyyy)</i>	
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.	
..... Typed Name and Signature of Section Chief or Agency Head Date <i>(mm-dd-yyyy)</i>		 Typed Name and Signature of Admin or Human Resources Officer Date <i>(mm-dd-yyyy)</i>	
13. BASIC FUNCTION OF POSITION				
The incumbent serves as the Alternate Cashier of the Embassy. This position acts as the Embassy Cashier in the absence of the Embassy Class B Cashier. The incumbent serves as the voucher examiner which include the preparation and submission of all assigned voucher types and initiation of appropriate payment actions through computerized systems for the day-to-day processing of complex and routine vouchers. The incumbent also serves as the back up to the payroll liaison.				

I. Cashiering Duties**35%****A. Serves as Alternate Embassy Class B Cashier**

In the absence of the Embassy Class B cashier serves as the principal cashier for the Embassy. Performs the entire range of cashiering services, including accommodation exchange, vouchering, bank liaison and COAST Cashiering management. Manage and be personally accountable for a cash advance from US Disbursing Office of USD150,000.

1. Accommodation Exchange, Refund, Reimbursement and Collection

Performs accommodation exchange transactions, receiving US dollar checks from Embassy personnel, TDY personnel, Medical Evacuees, and other authorized contractors. Is personally responsible for verifying identity and other bona fields of personnel eligible for accommodation exchange privileges and ensuring that US dollar instruments exchanged are properly prepared. Reviews US currency received and verifies that counterfeit bills are avoided and reported immediately upon receipt. Keeps detailed records of each transaction and prepares exchange replenishment vouchers to replenish cash advance, as required. Maintains appropriate back up to facilitate reconstruction of accommodation exchange documents in case of loss or diversion of replenishment voucher. Advises American personnel of banking procedures within Singapore.

2. Cash Advance Management

Incumbent is responsible for the Alternate Cashier Advance of US\$5,000.00 and SIN\$30,000.00 cash advance at all times. Assistant Cashier makes cash payments for good and services received, including cash advances to employees for purchases, liquidating cash advances upon presentation of receipted bills. Assists in preparation of replenishment vouchers, showing cash payments by agencies, by allotment and object class, through the computerized SPFMS accounting system. Replenishment is paid by checks payable in Principal Cashier's name through Bank of America, Singapore.

3. Sub-Cashier Oversight

Assists Class B Cashier with supervision of Embassy sub cashiers ensuring that all cash payments are made in accordance with existing regulations and policy/procedures.

4. Other Cash Management Activities

Provides accommodation exchange services to support the visit of Congressional Delegations (CODELs) and VIPs at specified locations. The incumbent accounts for all advances and collections, reconciling daily, to ensure the accuracy of her records. Performs other miscellaneous duties as directed by the Supervisor-Cash Management or Financial Management Officer.

II. Vouchering Duties**60%****A. Voucher Examiner**

When processing vouchers, the incumbent will determine whether required authorizations approvals for payment were obtained, i.e., that competent authority action, that obligation has been established, and that service has been performed, will determine whether payment is legal and correct in accordance to USG rules and regulations, whether the currency amount of payment and the name of payee are correct, whether the payment will be duplication, whether prices and totals are accurate, and whether all cash, trade, quantity, or other discounts have been taken, and if not, reasons are stated in document. When submitting vouchers to Post Support Unit (PSU) for processing, the incumbent will ensure that the voucher is not a duplication, and that a complete voucher package is submitted in accordance to PSU requirement, and respond to PSU's questions timely. Incumbent's responsibilities also include working with vendors on correct billing, tracking of personal calls made from officially assigned mobile phones and land lines and initiate recoveries from employees for personal calls when backing up other voucher examiners.

B. Medical Claims

The incumbent processes all the medical claims expenses for all US Government (USG) employees at post and their dependents. Ensures preparation of itemized statement of all invoices paid on the employee's behalf for the employee to submit to his/her insurance company for reimbursement. Also ensures maintenance of related files, including monitoring of collections of insurance reimbursements. Processing of LE Staff Medical Insurance vouchers and American employees / dependents from other posts when they are on Medevac in Singapore.

III. Payroll Liaison**5%**

Serves as the back-up Embassy Main Timekeeper. Must master the T&A system. Performs other duties as assigned.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Minimum two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university. For example, two years secretarial college, vocational college, commercial college, junior college or other equivalent post-secondary education is required.

b. Prior Work Experience:

Minimum 3 years of progressively responsible experience in accounting, pay and allowances or related fiscally oriented work is required, of which includes minimum 6 months of full-time or part-time professional cashiering experience is required.

c. Post Entry Training:

Successful completion of the Basic Cashiering course. OJT by Voucher Examiner Supervisor. OJT training in payroll matters by the Payroll Specialist. OJT training in financial systems to include RFMS, Microsoft Excel, and other applications as determined to be appropriate.

d. Language Proficiency: List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read).

Level III English (Good working knowledge) speaking/writing is required.

e. Job Knowledge:

Knowledge of the Foreign Affairs Manual and Foreign Affairs Handbook, Standardized Regulations, LE Staff compensation plan, Department of State and associated agencies' manuals and regulations pertaining to payroll, allowances and leave is required. Must have a working knowledge of the methods and procedures used by the computerized pay system of FSC Bangkok.

f. Skills and Abilities:

Ability to handle large amount of cash. Meticulous attention to detail and high organizational skills. Must have working knowledge of MS Office software program, including payroll and accounting software programs. Must have tact and diplomacy in dealing with sometimes disgruntled employees on pay and entitlements.

16. POSITION ELEMENTS :

a. Supervision Received:

Overall direct supervision from the LE Staff Supervisory Accounting Technician, FSN-8 (Posn #100551). Additional supervision from the LE Staff Supervisory Financial Specialist, FSN-10 (Posn #100434). Minimal supervision is required. Guidance is given upon request.

b. Supervision Exercised:

None

c. Available Guidelines:

Standardized regulations, 3/4/6 FAMs, Operations Manual, as well as regulations, procedures, policies and standards issued by supported agencies, Treasury Department, General Accounting Office, Office of Management and Budget and the General Services Administration.

d. Exercise of Judgment:

Incumbent must use sound judgment in interpreting regulations and establishing work priorities. Should have sufficient understanding of job to recommend procedures for improved efficiency.

e. Authority to Make Commitments:

None unless specifically authorized by the Financial Management Officer.

f. Nature, Level, and Purpose of Contacts:

Contacts as required with Singapore LE Staff and American employees on vouchering, pay, allowances and T&A matters. Regular contact with GFS Bangkok, Sofia, Manila and Charleston personnel.

g. Time Expected to Reach Full Performance Level:

12 months for effective performance of full range of duties.