



**Embassy of the United States of America
Bern, Switzerland**

Staff Notice 28-15
April 30, 2015



JOB VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: Financial Assistant/Cashier FSN-7

OPENING DATE: May 1, 2015

CLOSING DATE: May 22, 2015

STARTING DATE: Upon agreement

WORK HOURS: Full-time; 40 hours/week

POSITION GRADE: Ordinarily Resident, LES: LCP-07 (full performance level; entry grade depending on qualifications and experience) EFM: FP-07 (subject to confirmation by Washington)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. IN ADDITION A STATEMENT FROM THE DEBT COLLECTION OFFICE AND AN EXCEMPT OF THE CRIMINAL RECORD NEED TO BE SUBMITTED WITH THE APPLICATION.

The U.S. Embassy in Bern, Switzerland is seeking an individual for the position of the Financial Assistant/Cashier.

BASIC FUNCTION OF POSITION

The incumbent serves as the Principal Class B Cashier (Non-Supervisory) at a post with a full range of Cashier and Cash Management duties, including payments processing, collections and accommodation exchange and reconciling financial transactions. Serves as the representative of the U.S. Disbursing Officer. Works closely with the Financial Clerk in performing the post's liaison function with the Post Support Unit and assists with the Designated Billing Office functions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: BernHRJobs@state.gov

QUALIFICATIONS REQUIRED

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

Education: Completion of secondary school required and a business apprenticeship is required.

Language proficiency: German, English Level IV, fluent;

Prior Work experience: 3 years performing progressively responsible work in technical/clerical accounting or bookkeeping with at least two years performing cashiering work.

Skills and Abilities: Most importantly, incumbent must have a demonstrated high degree of honesty, integrity, courteousness and tact. Must be able to deal with a broad scope and range of cashier functions, e.g., collections, payments, accommodation exchange, accounts receivable, etc. Must be able to reconcile accounts (including sub-cashier accounts) with the USDO to maintain his daily accountability in order to provide

uninterrupted cashiering service. Must be able to plan at least a month ahead (monthly activities such as reconciliations, replenishments, cash flow and other reporting requirements). Also must plan for cash needs up to a month in advance for special events or VIP visits. Must determine when excess currency gets sold to our bank and deposited into the USDO bank account. Proficiency in Excel and Word applications is required.

Post-entry Training: Successful completion of Class-B cashier course is mandatory to receive permanent Cashier designation. Training in COAST Cashiering and PCC (Paper Check Conversion) applications. Successful completion of the State Department's certification and voucher examination training courses is required. Management control, customer service, and other skills training are provided as feasible.

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 his/her application.

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 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 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.
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

Applicants interested in this position must submit the following in order for their application to be considered:

1. A current resume or curriculum vitae and a letter of motivation.
2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above. A statement from the debt collection office and an exempt from the criminal record.
3. A copy of his/her Form DD-214 if the candidates will claim the U.S. Veterans preference.

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy
Sulgeneckstrasse 19
3007 Bern
e-mail: BernHRJobs@state.gov

Incomplete applications will not be considered. If you do not hear from us within 3 weeks after the closing date you can assume that your application was not successful.

DEFINITIONS

1. **Eligible Family Member (EFM):** Family members at least age 18 on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority and who do not meet the definition of AEFM below.

2. **Appointment-Eligible Family Member (AEFM):** An EFM (see above) eligible for a Family Member Appointment (FMA) for purposes of Mission employment:
 - Is a U.S. Citizen;
 - Is a spouse, same-sex domestic partner, or child of the sponsoring employee if unmarried and at least 18 years old;
 - 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 agency that is under COM authority, and who is under Chief of Mission authority; and
 - Is residing at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and,
 - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.

3. **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 U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

4. **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.

EFM's without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: May 22, 2015

The U.S. Embassy in Bern 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: G. Bieri
Approved: J. Watson
Distribution: All Candidates