

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

- **Budget Formulation, Monitoring and Analysis**

40%

Budget formulation: Prepares draft budget estimates for serviced allotments, including D&CP, OBO, PD, MRV, Representation, INL, each with its own set of instructions/formats. Starting with current year's projected expenditures, build following year's estimates based on analysis and calculation of salaries, benefits (FEGLI, FERS, TSP, FICA) and various allowances (ORE, COLA, Post Differential, Language Incentive, Education Allowance, Education Travel, R&R) of all American and FSN staff including prospective outgoing and incoming employees. Analysis will also take account of planned operational requirements obtained from each section, and knowledge of expected economic trends such as wage, price and exchange rate changes.

Monitoring and Analysis: Following budget preparation at the beginning of the fiscal year based on prior year actual obligations and anticipated requirements for the current year, when allotment is received makes recommendation for adjustments to financial plans to match level of allotment and monitors budget execution to ensure that spending patterns are consistent with financial plans. On a quarterly basis does thorough analysis of budget execution for assigned account – identifying variances (shortfalls/surpluses) and making recommendations for adjustments. Does financial analysis and creates reports on topics as assigned – e.g. utilities, overtime, representation, budget execution, etc.

- **Accounting**

35%

Maintains funds control for serviced allotments, including D&CP, PD, MRV, Representation, Allotment, INL. In the process of funds control the incumbent reviews commitment and obligation documents. Assigns valid accounting classification in accordance with the type of request; communicates with request document's source to resolve questions on data submitted. Determines the appropriate accounts, and codes the documents in accordance with the chart of accounts and accounting code structure as provided by the Federal Accounts Symbols and Titles, Financial Service Center's Chart of Accounts, and other as appropriate.

Performs funds control primarily to ensure there is no over-obligation of US Government funds in accordance with limitations received by allotment sources and in compliance with the Anti-Deficiency Act.

Advises on funds availability and analysis of funds status for DOD agencies and provides funds control assistance by providing disbursing related reports to EXBS, Gas&Go and other non-post allotment agencies.

- **Voucher Examiner Supervisor**

15%

Supervises two Voucher Examiners and their work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payments to make sure vouchers are complete and meet all requirements for certification.

- **Serves as backup to Financial Specialist and Accountant, other related duties as assigned**

10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education**: University degree in Business Administration/Management, Accounting or Finance is required.
- Prior Work Experience**: Three years of progressively responsible experience in budget work, accounting, or auditing in an accounting firm or business where accounting, financial analysis, auditing or bookkeeping are among primary duties is required.
- Post Entry Training**: Successful completion of Foreign Service training in accounting is mandatory.
- Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)**: Level III (good working knowledge) English and Russian, Level II (basic knowledge) Turkmen.

- e. **Job Knowledge:** Must have a sound working knowledge of pertinent State Department and/or associated agency laws, procedures, and regulations relating to budgeting and funds control and the ability to use such knowledge of the organization and functions of the major program areas of the embassy and/or associated agency/agencies served. Must be able to communicate budget information clearly and completely, both in writing and orally. Familiarization with international accounting standards and the preparation and use of financial statements to include an operating knowledge of accounting procedures, documents and terminology is required.
- f. **Skills, and Abilities:** Supervisory skills. Excellent numerical skills and ability to analyze accounts maintenance transactions sufficiently to be able to detect errors are required. Ability to use personal computer and Microsoft Office software – particularly Excel. Must be able to relate work performed by higher graded analysts to support work required with a minimum of guidance and instructions. Must be able to make tentative decisions relative to classification of funds in the allocation process, and to obligation trends as they relate to financial plans. Must be able to locate proper background material as a basis to compute cost items relative to personnel, price of goods, exchange rates, etc. Must be able to follow through on analytical work to minimize need for detail work by higher level personnel. Must be able to summarize information orally and in writing to present quickly and precisely to supported person voluminous information and complex relationships. Must exercise good level of interpersonal skills in order to facilitate exchange of information at the working level.

16. POSITION ELEMENTS

- a. **Supervision Received:** Directly supervised by Financial Specialist and Financial Management Officer.
- b. **Supervision Exercised:** Directly supervises two Voucher Examiners.
- c. **Available Guidelines:** 4 FAM, 6 FAM, 3 FAM, Standardized Regulations, FSC Operations Manual, oral and written instructions from supervisors.
- d. **Exercise of Judgment:** Must exercise sound judgment and prudence in the performance of duties determination whether there is legitimate basis for disbursement, whether there are funds available for disbursement, make judgment to which accounts to charge various disbursements, etc.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level, and Purpose of Contacts:** Mission staff, Bureau, Budget Office, Financial Service Centers personnel.
- g. **Time Expected to Reach Full Performance Level:** One year.