

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> U.S. Embassy Ashgabat	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> A53201
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED**AFTER THE "YES" BLOCK.  Yes  No**4. REASON FOR SUBMISSION**

- a. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- b. New Position
- c. Other (explain) \_\_\_\_\_

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date  
(mm-dd-yy)a. Post Classification Authority  
HR

Voucher Examiner, FSN-420

06

JWL

12/02/10

b. Other

c. Proposed by Initiating Office

**6. POST TITLE POSITION (if different from official title)****7. NAME OF EMPLOYEE****8. OFFICE/SECTION**  
Management Sectiona. First Subdivision  
Financial Management Office

b. Second Subdivision

c. Third Subdivision

**9. This is a complete and accurate description of the duties and responsibilities of my position.****10. This is a complete and accurate description of the duties and responsibilities of this position.**\_\_\_\_\_  
Typed Name and Signature of Employee12/02/2010  
Date(mm-dd-yy)\_\_\_\_\_  
Typed Name and Signature of Supervisor12/02/2010  
Date(mm-dd-yy)**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 the 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 Head12/02/2010  
Date(mm-dd-yy)\_\_\_\_\_  
Typed Name and Signature of Admin or Human Resources Officer12/02/2010  
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Review/examine/prepare and process vouchers and other claims for payment of goods and services and employee payments.

## **14. MAJOR DUTIES AND RESPONSIBILITIES**

### **% OF TIME**

**60% Prepare and examine all types of vouchers for completeness and accuracy of presentation, compliance with regulations, propriety and required certifications for all USG agencies, represented at the post, including but not limited by:**

- Examine/prepare purchase orders/vouchers for the purchase of goods and services (by contracts or not) and payments to teachers, expeditor, misc. contractors, grants with complex conditions to determine the method of payment and to ensure conformance with terms of original purchase orders or authorizations. Obtain signatures as necessary and check all computations on documents for accuracy and propriety. Requires contact with GSO procurement personnel. Keep updated voucher log and awaiting payment details in WebPass system for EFT and cashier transactions.
- Examine/prepare vouchers for construction projects, maintenance and renovation of buildings and facilities, leases, office rents, including payments for utilities, sanitary and disinfecting services, etc.
- Examine purchase orders/vouchers for the purchase of goods and services by purchase card (various Purchase cards, including card for PD activity) to ensure conformance with terms of original purchase orders or authorizations. Check all computations on documents for accuracy and propriety.
- Track telecommunication services (cell phones and land line) distributing the detailed reports to the employees and then collecting them back with highlighted personal phone calls and summarizing them.
- Based on invoices and appropriate documentation received from local vendors: prepares vouchers for payment. Determines accuracy and propriety of invoice. Makes preliminary review and audit of complete voucher to insure calculation and procedural accuracy before releasing for further processing. Ensures all vouchers relating to payment of accounts for serviced agencies are processed through the offices of the respective agencies for administrative approval by the heads of office or their designated representatives as appropriate.
- Travel vouchers – Employee advances, travel claims for reimbursement, voucher for visa, travel insurance, tickets, including PCS vouchers as well as maintain and keep updated international tracking log.
- Representation Vouchers for eligible American personnel and for specific entertainment, such as 4<sup>th</sup> of July reception; official residence expenses (ORE Voucher) for Ambassador.
- Employee allowances (TQSA, FTA, and education allowance).
- Other vouchers, e.g. for transportation and storage of USG freight, including HHE, UAB and POV of the mission arriving/departing personnel, sub-vouchers (for cash payment more than \$500.00).
- Journal Vouchers, including corrections to the disbursement, advances, expenditures refund, revenue and liability transactions including travel advances.
- Provide copies of supporting documents for EFT and cashier transactions to serviced agencies at post.
- Maintains other databases including but not limited leases, in-country travel and utilities payments, etc.

### **35% Electronic Funds Transfer (EFT) through LAN SPFMS.**

- Do payments to the Vendors and employee account; enter the Journal Vouchers in the system.
- Print the Funds transfer Notification from FSC Bangkok and provide the copy to GSO for Purchase order's payment confirmation or to paid employee at the Post.
- Create and update Vendor records with Bank information
- Download incoming files in LANSPFMS, such as reference table and FMC 80 (report of transaction processed.), etc.

**5% - Other duties as assigned.**

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a) Education:** At least two years of post secondary study (college or university) is required. College study in accounting is desirable.
- b) Prior Work Experience:** Two years of progressively responsible experience in accounting, bookkeeping or voucher examining.
- c) Post Entry Training:** OJT, supplemented by the USG-sponsored regular formal training courses. Successful completion of the DOS Overseas Cashiers Course (PA-293) is mandatory, in order to obtain Class B Cashier designation.
- d) Language Proficiency:** Level III (good working knowledge) English, Russian and Turkmen.
- e) Knowledge:** Familiarity with accounting terminology. Good working knowledge of 4 FAM and standard embassy operating procedures, Standardized Regulations, Travel Regulations, CUG.
- f) Skills and Abilities:** Ability to read, interpret and apply provisions of leases, contracts, and guidance materials. Ability to make determination whether there is USG obligation and there is a legitimate basis of disbursement of government funds required. Ability to deal tactfully and efficiently with customers. Good numerical skills and computer programs (MS Word, Excel etc).

## **16. POSITION ELEMENTS**

- a) Supervision Received:** From Financial Assistant and Financial Management Officer.
- b) Available Guidelines:** 4 FAM, Standardized Regulations, Travel Regulations, CUG and oral/written instructions from supervisors.
- c) Exercise of Judgment:** Must exercise judgment in determination of whether there is legitimate basis of disbursement, whether there are funds available for disbursement and to make judgments as to which accounts to charge various disbursements, etc. Sets priorities and follows through quickly on those actions that require immediate attention.
- d) Authority to Make Commitments:** In accordance with the applicable regulations, makes determination whether there is legitimate basis of disbursement and whether there are funds available for disbursement.
- e) Nature, Level and Purpose of Contacts:** Mission staff, FSC and Bureau personnel, local vendors, local bank officials.
- f) Supervision Exercised:** None.
- g) Time Required to Perform Full Range of Duties:** One year.