

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
KAMPALA, UGANDA	USAID	
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input checked="" type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Supervisory Voucher Examiner, FSN-420	FSN-10		
b. Other:				
c. Proposed by Initiating Office:				

<b>6. POST TITLE POSITION</b> (if different from official title) Accounts Payable Manager	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION:</b>	a. First Subdivision: Office of Financial Management
b. Second Subdivision: Payments Service Center	c. Third Subdivision:

<b>APPROVALS AND SIGNATURES SECTION</b>			
<b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.	<b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.		
Typed Name and Signature of EMPLOYEE _____ Date (mm-dd-yy) _____	Typed Name and Signature of SUPERVISOR _____ Date (mm-dd-yy) _____		
<b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	<b>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.</b>		
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD _____ Date (mm-dd-yy) _____	Typed Name and Signature of Human Resources Officer _____ Date (mm-dd-yy) _____		

**13. BASIC FUNCTION OF POSITION**

The Supervisory Voucher Examiner in the Office of Financial management (OFM), USAID/Uganda organizes and manages the day-to-day operations of the Payment Service Center (PSC). Responsibilities include, but are not limited to: Supervising the full range of payment functions for USAID/Uganda; provide direct supervision, guidance and assistance to a staff of six (5) Voucher Examiners, FSN-8, and one Document Control Clerk, FSN-7 in the Voucher Examination section; Pre-certifying and reviewing all payment vouchers to ensure accuracy and adherence to USAID regulations before submitting to the Authorized Certifying Officer; Providing guidance, training and mentoring to new voucher examiners; Promptly interpreting, disseminating and implementing relevant new and/or revised policies and procedures. As the principal OFM expert on U.S. Government payment regulations, employee pay, benefits, and allowances; and Federal and USAID Travel Regulations, the incumbent takes the lead in payment related special activities to research issues and organize documentation to facilitate the decision making process; Prepares periodic required reports to meet internal and external reporting requirements; Performs a periodic review of status of unprocessed vouchers; Reviews and analyzes complex vouchers related to projects, travel or OE activities; and acts as SME for E-2 Solution, [Accounts Payable functions](#), CFSC directives and cable conventions dictated by Embassy CPU. Will serve as primary contact with vendors and other claimants with respect to the status of claims. The incumbent will perform no direct examination of vouchers but rather provide a quality review of examined vouchers and expert assistance on complex issues of conformance, performance, documentation, justification, and payment procedures, and will serve as an interface with other offices, vendors, contractors, and suppliers on the same issues. The SVE reports to the Deputy Controller.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME**

1. Supervises the full range of payment functions of USAID/Uganda, comprised of 6 employees, 5 Voucher Examiners who provide a variety of payment services to the Mission and 1 Document Control Clerk. The staff examines a full range of vouchers for USAID/Uganda. The supervision includes technical guidance, quality control, work-force and annual leave planning and distribution of work. Oversees the processing of claim documents, ensuring compliance with Prompt Payment Regulations and the terms of the underlying obligation or commitment. Establishes and maintains procedures to ensure timely payments. Serves as primary contact with claimants, answering inquiries, and seeking resolution of disputes or, accuracy and justification of claims. Work closely with key officials from mission DO Teams, AOR/CORs, Procurement, legal, EXO, local banks, USDOs. Communicates with host country officials, mission employees both orally or in writing and contractors/grantees/vendors to establish financial reporting techniques, policy interpretations and to provide guidance for compliance with payment related policies, contract terms, and applicable laws and regulations. Provide guidance on Agency's voucher auditing requirements, USG standards, payment regulations, ADS, FAM, DSSR, USG and host country laws. Review the processing of full range of a complex administrative claims, Payroll Services including allowances, travel agents' claims, complex Purchase Orders and Contracts under operating expenses, as well as international travel vouchers such as TDY, R&R, Home leave, Reassignment, etc. Acts as the principal expert on U.S. Government payment regulations, employee benefits, employee pay and allowances. Provides training or guidance to subordinate voucher examiners in resolving payment processing problems and monitors their accomplishment and/or work backlog. Conducts thorough review of vouchers prepared by subordinate voucher examiners for completeness and accuracy prior to submission to the Authorized Certifying Officer (ACO) for final payment certification. Prepares periodic Personnel Evaluation Report (PER) of supervised employees. Participates in the selection of subordinate employees. (35%)
2. Ensures accuracy and adequacy of documentation presented to the Certifying Officer (CO) for final certification by reviewing and initialing all such claims prior to submission to CO. Provides training and assistance to voucher examiners in the analysis and documentation of complex or contested claims. Establish and revise as necessary the internal control procedures to ensure institutionalizing detective and preventive methods for efficient performance of all payment-related functions, and for protecting USAID financial resources from misuse, abuse, or human errors, as well as to ensure compliance with applicable laws and regulations. Develops internal control tools for the Accounts Payable to verify that funds are available for program disbursements by reconciling accumulated billings per claims submitted, to the historical data reflected in the accounting system, including verification of exchange rates used, overhead rates applied, line items charged, and by ensuring that mis-charges among commitments and duplicate billings of cost elements and periods are not made. Obtaining and ensuring administrative approval of Project to make payments, and justify payment decisions which differ from the Contract/Agreement Officer Representatives (COR/AOR) administrative approval and/or the contractor's recommendations, due to application of laws and regulations, or as a result of reviewing payment history and payment provisions. Ensure proper application of Prompt Payment Act to protect the interest of the U.S. Government through processing vouchers/payments within the proper window/time frame, to avoid payment of delay penalties. Conducts close monitoring of USDO/Bangkok, USDO/Kansas City disbursement transactions to ensure that payments are processed and received by payee, and take prompt action to resolve any transmission problems. Confers with employees to resolve payroll related issues, post allowance payments and with IRS on tax remittances and

reporting problems. Drafts or reviews letters and memoranda concerning disallowance of payment, requests additional documentation, replies to inquiries on this and other payment related matters. Reviews and follows-up on the status of pending payment vouchers in coordination with EXO and Program Teams to ensure compliance with the Prompt Payment Act. (25%)

3. Review complex program vouchers against contract/grant provisions, U.S. and local laws, USAID regulations, and cost principles. Program vouchers are sometimes ambiguous, and often widely varied among different payment methods, funding sources, methods of financing, and instruments' types utilized (e.g grants, cooperative agreements, contracts, host country contracts, and Bank letter of credit. Claims reviewed include a variety of activity types such as construction, technical assistance, commodities, etc., and may represent different payment provisions, including fixed price, cost re-imbusement, fixed fee plus cost re-imbusement, progress payments, etc. Ensure that methods of financing are appropriately applied by the mission officials and utilized by the recipients. Review trends of historical expenses, advance liquidation status, payment schedules, and life of project budget to ensure reasonableness of cash advance requests in conformity with U.S. Government and Treasury rules of immediate cash needs. (15%)
4. Manage the operations of all payment related systems including PHOENIX, E2 Travel System, WINTA, WEB TA, and ASIST. Process through Phoenix and E2 Travel all types of claims and invoices, ensuring that proper fiscal data is being charged for these payments and appropriate vendor codes, country codes payment information and types are being used. Generates reports through Phoenixdata viewer and E2 to address special needs for specific information or analysis and decision making process by the Agency and Senior staff and other mission personnel, or for ensuring compliance with terms and regulations. Detect returned payments and recommending appropriate cancellation method to process replacement. Provide guidance to resolve system errors in Phoenix Accounts Payable module or coordinates with Phoenix Solutions Center. (15%)
5. Performs special analyses and other duties as requested. Provide technical support for audit and investigation activities by developing information on historical expenses, and verifying implementation of corrective/collection actions as a result of audit findings. Produce quarterly and annual standard or tailored reports in compliance with the agency reporting requirements, such as 1099 (IRS), data call reports, etc. Assign refunds and Intra-agency Payment and Collection (IPAC) actions to the accountants and PHOENIX Coordinator in case of cash refunds and charges to other Missions. Receive daily lists of checks issued from DOs, reconciles with payments processed, identifies and reports differences to the supervisors. Manages quarterly VAT refund claimed from USAID funded projects submitted to Uganda Revenue Authority.

Examines and audits most difficult and complex invoices and/or claims for payment of project funded cooperative grants and institutional contracts, often involving multiple funding accounts and applying different types of financing mechanisms. This review and analysis includes:

- a. Determining that the obligation/commitment contains appropriate authorizations and is supported by documentary evidence showing that a valid, binding written agreement has been executed, recorded and is on file.
- b. Making independent judgment that the voucher claim conforms to the payment provisions set forth in the obligation and/or commitment documents and that it is in accordance with other technical elements stipulated in the grant/loan agreement.
- c. Determining that disbursements applicable to claims comply with appropriate U.S. Government Standard Regulations and host country laws. Acts as compliance agent in assuring that established controls to prevent improper or duplicate payment are properly working.
- d. Verifying funds availability and processes payment voucher through the automated payment system PHOENIX MOMENTUM and PHOENIX VIEWER. Resolves any rejections or discrepancies detected by requesting the responsible accountant to make the necessary adjusting entries.
- e. Scheduling payment due dates, release selected vouchers that have completed funds availability verification for payment certification by the authorized certifying officer.
- f. Taking a lead in payment related special activities. Analyzes needs/problems in payment related activities and takes a lead in researching and gathering information about the issue and prepares documented preliminary determinations. As required, coordinate working groups to determine USAID/ Uganda policy and procedures for such issues, drafts for clearance — new or revised mission notices and orders. (10%)

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A bachelor's degree in accounting, finance or business administration is required.
- b. Prior Work Experience: A minimum of 5 years of progressively responsible experience in voucher examination/accounts payables, accounting/auditing or related budget and fiscal work is required.
- c. Post-Entry Training: Specialized training in USAID's official computerized accounting and control system (Phoenix), voucher tracking and payment system, American employees' Time and Attendance online reporting system (webTA), LES Time & Attendance reporting system (WinTA) and USAID automated travel system (E2). Centrally organized training courses on USAID payment processing and travel voucher examination, internal controls, and financial analysis.
- d. Language Proficiency: Excellent command of written and spoken English, Level IV (fluent). Must be able to independently explain financial management terms, concepts and issues clearly (both orally and written) with minimal errors. Written communication should generally require minimal revision.
- e. Job Knowledge: A thorough knowledge and understanding of the internal controls and procedures necessary to safeguard funds and ensure appropriate disbursements. Complete familiarity with the accepted Accounts Payable procedures of the USG. A thorough knowledge of AID laws, regulations, procedures, and handbooks. A thorough knowledge of applicable sections of the Foreign Affairs Manual (FAM), Standardized regulations, DSSR, FAR/AIDAR provisions, Federal Travel regulations, pertinent parts of USAID regulations and procedures such as ADS, Controller Guidebook and applicable FM bulletins. Knowledge and experience with software programs such as Micro-Soft Excel and Word are essential.
- f. Skills and Abilities: A high level of analytical skill and sound judgment is essential. COs at post have many other duties and responsibilities: the incumbent's quality review and initialing of vouchers is relied upon as primary assurance that the voucher certified is proper and allowable. Must be able to organize and present data concisely and professionally. Must have interpersonal skills to supervise, direct, and coordinate a heavy workload of payments to multiple, diverse claimants, including tactful and rapid handling of disputes and differences. Must be able to establish and maintain effective working relationships with American staff, Ugandan staff, officials of the GOU, contractors of various nationalities, and officials of local banks, businesses, Agencies and /NGOs. Supervisory skills, plus the ability to plan, organize, delegate, and follow-up is mandatory. Must be able to comprehend and apply to voucher examining process, detailed regulations and procedures pertaining to the work. Must possess considerable tact and diplomacy, and good cross-cultural communication skills to explain clearly and convincingly to employees the rationale for disallowances and collection actions relating to such cases as travel and household effects shipments; and to Project Officers, DO Team Leaders and at times, other partners. Good computer skills with proficiency in Excel and Word, and the ability to use a calculator and typewriter are required.

**16. POSITION ELEMENTS**

- a. Supervision Received: General direction, guidance and assignments are received from the ACO (USDH Controller or Deputy) concerning interpretation and/or application of specific regulation in resolving unusually difficult problems.
- b. Supervision Exercised: Supervises six employees (FSNs).
- c. Available Guidelines: As noted in paragraph 15e above, the incumbent must be familiar with those regulations and procedures governing/covering examining and related activities. Additional guidance includes: Mission Orders and Notices.
- d. Exercise Judgment: Considerable independence in exercising judgment in reviewing voucher claims and in the determination of allowable costs being recommended to the Authorized Certifying Officer for certification. Requires complex and independent judgment in applying complicated regulations concerning USAID financial management regulations, policies and practices, and in providing finance related advice to DO teams for USAID/Uganda.
- e. Authority to Make Commitments: None. However, the incumbent has full authority to direct all incoming payment actions and inquiries. Incumbent recognizes level of appropriate response required to take action(s). Fully authorized to establish priorities in the performance of his/her duties and responsibilities.
- f. Nature, Level, and Purpose of Contacts: Daily contacts are with USAID personnel their dependents, USAID IPs, Mission technical staff, support office staff, contractors, TDY'ers, GOU officials and vendors.
- g. Time Required to Perform Full Range of Duties: One year