

Position Description- Voucher Examiner

Basic Function of Position

The incumbent audits invoices of all State agencies and other ICASS customer agencies to ensure the conformance with terms of original purchase order, contracts, authorization and grants; and they are correct, proper and legal for payment. Incumbent is responsible for ensuring that all vouchers are properly completed, certified by Certifying Officer, and entered into RFMS/M in the proper format to ensure prompt and accurate payment. The incumbent serves as a lead coordinator for sending voucher package to Post Support Unit (PSU) for payment processing and certification, and responds queries as a liaison between Post and PSU.

Major Duties and Responsibilities

70% of time

The incumbent prepares all varieties of simple to complex vouchers for all ICASS customer agencies at post include but not limited to, vendor payments such as Purchase Orders, Contracts, Blanket Purchase Agreements, Monthly Purchase Card Citibank payments, HHE/UAB/POV shipments, Utilities, Leases, Grants, Allowances and employee reimbursements such as representation claims, official residence expense claims, official travel, Invitational travel, Permanent Change of Station, Medical Evacuation travel and Education travel. The incumbent verifies that payment requests made by proposed payees as documented by their invoices and supporting documents, are authorized and supported by posts records such as contracts, leases, copies of purchase orders, etc. This is accomplished by comparing the payee's requests and statements with the various authorizing documents, with receipt, delivery, inspection or acceptance certificates, and with other pertinent available papers and records. The incumbent prepares vouchers and submits to the Certifying Officer for payment certification, enters certified vouchers into the RFMS/Momentum for payment process, generates SF-1166 "Undisbursed Voucher Detail Report" for final electronic Certification by the certifying officer to submit batch to the Global Financial Services Center, and maintains proper filing of payment vouchers. The incumbent must verify information in accounting systems for accuracy. Such information includes name of payees, type of payment, bank information, obligation validity and sufficiency of funds.

The incumbent prepares official correspondence in addressing voucher issues. S/he Communicates with procurement staffs, customer support service staffs, colleagues, PSU staffs, other RM/GFS section contacts and others as needed to obtain additional documentation or information for questionable or incomplete voucher transactions. The incumbent initiates any action necessary to resolve problem with payments and ensures that all vouchers are properly tracked though the system and aging vouchers receive adequate attention.

Liaison with PSU and VAT Reimbursement:

20% of time

The incumbent serves as a lead coordinator for post's moving voucher processing and certification to the Post Support Unit (PSU). S/he coordinates on consolidating voucher package for PSU, pre-verifies correctness and completeness, and then tracks the progress of vouchering through the PSU system. When issues with vendor payments arise, s/he serves as the primary contact between the post and PSU. S/he ensures that invoices are correct for VAT reimbursement claim and prepares detail list of eligible tax invoice for VAT reimbursement and submits to the HR for further processing.

Other:

10% of time

The incumbent prepares annual statistics reports on the prompt payment act payments and number of vouchers processed quarterly and annual statistics of the workload counts under the ICASS workload. S/he prepares other various reports like BPA tracking reports, utility consumption and payment details and voucher payment log sheet as required. All other jobs as assigned by the supervisor.