



U.S. Department of State
**INTERAGENCY POST FAMILY MEMBER APPOINTMENT (FMA)
 EMPLOYEE POSITION DESCRIPTION**

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

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 97885613
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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 Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position

c. Other (explain) New Incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Voucher Examiner FNS-06	06		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) N/A	7. Name of Employee
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8. Office/Section Financial Management Office	a. First Subdivision Management Section
b. Second Subdivision	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Supervisor Date(mm-dd-yy)</p>
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<p>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.</p> <p>_____ Typed Name and Signature of Section Chief or Agency Head Date(mm-dd-yy)</p>	<p>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.</p> <p>_____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)</p>
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13. Basic Function Of Position

Incumbent is responsible for the voucher examination process in the Financial Management Section. Incumbent processes data entry of all vendor vouchers, researches queries, files, compiles statistics and reconciles financial statements.

14. Major Duties And Responsibilities _____ % OF TIME

- See Attachment -

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school is required.

b. Prior Work Experience

Two years experience in voucher examination or related accounting work is required.

c. Post Entry Training

Completion of the Voucher Examiner's Correspondence Course offered by the FSI. On-the-job training from the Financial Specialist and the Regional Financial Management Officer.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).

Level IV (Fluent Working Knowledge) Speaking/Reading/Writing English is required.

e. Job Knowledge

Must have knowledge of 4 FAM, 4 FAH, Standardized Regulations, FMC Data Entry Procedures and other pertinent regulations and procedures of agencies for which voucher examination is performed. Good working knowledge of Microsoft Word and Excel is required.

f. Skills and Abilities

Ability to understand and apply regulations to the voucher examining process. Must be able to clearly explain reasons for disallowances and collections to applicable cases. Must be able to deal tactfully and courteously with members of the staff and vendors. Ability to type 40 words per minute is required. Ability to use a calculator is required.

16. Position Element

a. Supervision Received

Incumbent is directly supervised by the Financial Specialist.

b. Supervision Exercised

None.

c. Available Guidelines

4 FAM, 4 FAH, 14 FAM, FMC Serviced Post User Manual, and other post procedures.

d. Exercise of Judgment

Must exercise judgment to ensure timely payments of invoices. Must also exercise judgment in interpretation of regulations relating to claims, and the terms of leases and contracts.

e. Authority To Make Commitments

None.

f. Nature, Level, and Purpose of Contacts

Personal contact with Mission employees, contractors, landlords, airline personnel and other vendors in relation to other payments.

g. Time Expected to Reach Full Performance Level

One year.

14. MAJOR DUTIES AND RESPONSIBILITIES

Voucher Examination/Preparation

50% OF THE TIME

Examines a variety of complicated invoices such as bills from GSA (for office, janitorial and custodial supplies); bills from USPHS (for drugs); bills from airlines for transportation and cargo services to ascertain whether services were performed in accordance with GTRS and GBLS issued; bills for shipment of HHE for outgoing personnel for compliance of allowable weight; bills from vendors in the US for purchases such as household furnishings, appliances and equipment; vehicle and other supplies necessary for the functioning of an embassy. Invoices are checked for correctness and whether Embassy can take advantage of discounts offered. When voucher examiner is fully satisfied that all conditions of USG ordering system has been met, invoices are processed for payment for State and other agencies at post.

Prepares vouchers for post contractual obligations e.g. local guard services and quarterly rent payments; this involves determining whether services billed for meets the terms of the contracts/leases; keeping track of changing rates of exchange and making periodic adjustments to lease holders for State and all other agencies at post. Process in country travel vouchers, representation claims and consumables freight refund claims for American personnel at Post. Prepares payment for all BPA for State and all other agencies at post.

Bills all Embassy personnel for personal use of the vehicles and other services of a personal nature.

Prepares vouchers for American citizens who allowed trust and repatriation loans. Review travel authorizations for personnel on PCS and TDY travel to ensure that advances requested are in conformity with regulations, types vouchers for travel advances for State and all other agency personnel at post.

Responsible for digitizing all Non-cashier vouchers for the FMO Section. This entails scanning all vouchers and keeping an electronic log of all voucher records. This will enable that section to file and retrieve all voucher documentation electronically, as well as save storage space of paper records, which is significant for that section (project commenced on January 22, 2009).

Data Entry

10% OF THE TIME

Enters data into the CFSC Accounting System via RFMS/M system for all vouchers for vendor payment and other accounting entries. Answers all queries promptly in relation to vendor vouchers entered in the CFSC system.

Preparation of Financial eForms

10% OF THE TIME

Prepares 1081s charging other agencies and appropriations for supplies and services procured by the Embassy on their behalf. Types 1098 cancellation documents for checks

to be returned to CFSC Charleston. Also initiates preparation of 1017s which effects the correction of erroneous accounting entries on FSC Status of Funds and Status of Obligations Reports.

Other Duties

30% OF THE TIME

Upon receipt of advice of payment from CFSC the incumbent of this position advise vendors of payment data and makes necessary notations in the Budget and Fiscal Office files. These files are later used for researching claims made by vendors of non-receipt of payment and for audit by the Regional Financial Management Officer and OIG Inspection.

Assists with assigning fiscal data to purchase orders prepared by GSO; liaises with procurement and the financial assistant on the status of purchase orders over six months old for current and prior year appropriations, with the aim of closing out prior year orders and de-obligating unliquidated funds.

Assists in gathering statistics used for responses to cables from the Bureau and by the Financial Assistant in Budget Preparation. Assists with the reconciliation of financial statements from various firms for accuracy; takes follow-up actions to clear disparities. Follow up actions take the form of liaising with vendors via telephone or by letter.

Assists with the training of new employees in the voucher examination process and in all areas of the Budget & Fiscal Office in the absence of incumbents of other positions in that Section. Back-up duties are provided for the Financial Assistant. Any other duties assigned.