

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

<b>1. POST</b> PANAMA CITY, PANAMA	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b> A53121
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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. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) TO UPDATE P.D.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	ACCOUNTING TECHNICIAN 410	FSN-7; FP-7	MAM	07/27/10
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Accounting Technician	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision Management Section
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b. Second Subdivision Budget & Fiscal Office	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="border-top: 1px solid black; margin-top: 20px;"> <span style="float: left;">_____ Typed Name and Signature of Employee</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="border-top: 1px solid black; margin-top: 20px;"> <span style="float: left; font-size: 1.2em;">Danilo Avila</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div> <div style="border-top: 1px solid black; margin-top: 5px;"> <span style="float: left;">_____ Typed Name and Signature of Local Supervisor</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div>
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<b>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.</b>  <div style="border-top: 1px solid black; margin-top: 20px;"> <span style="float: left; font-size: 1.2em;">Timothy R. Carpenter</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div> <div style="border-top: 1px solid black; margin-top: 5px;"> <span style="float: left;">_____ Typed Name and Signature of American Supervisor</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div>	<b>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.</b>  <div style="border-top: 1px solid black; margin-top: 20px;"> <span style="float: left; font-size: 1.2em;">Tabrese Venson</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div> <div style="border-top: 1px solid black; margin-top: 5px;"> <span style="float: left;">_____ Typed Name and Signature of Human Resources Officer</span> <span style="float: right;">_____ Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**

Incumbent is responsible for performing financial reporting and provides analysis and advice in support of the development, execution and review of the following agencies:

1. Defense Attaché Office (DAO), Local Guard Program (LGP), Marine Security Guard (MSG), Narcotics Assistance Services (NAS), Foreign Agricultural Service (FAS), Public Affairs Section (PAS)

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

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**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Two Years of College is required.
- b. Prior Work Experience: Two years in accounting or related fields is required.
- c. Post Entry Training: On-the-job training is available.
- d. 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) Speaking/Reading/Writing English is required. Level III (Good working knowledge) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Must know basic accounting procedures. Must know how to use MS Word applications. Must know how to use a calculator.
- f. Skills, and Abilities: Must be able to maintain accurate and up-to-date accounts using manual and computer systems

**16. POSITION ELEMENTS**

- a. Supervision Received: Employee works under general supervision of the Accounting Supervisor, receiving oral and written instructions on tasks.
- b. Supervision Exercised: None
- c. Available Guidelines: 4 FAM and subsidiary records issued by serviced agencies, regional support centers, and disbursing office.
- d. Exercise of Judgment: Excellent judgment must be exercised to assure appropriate entries are input into the official records. Any error could cause post to be in violation of the anti-deficiency law.
- e. Authority to Make Commitments: Correctly establishing obligations and commitments dependent upon needs of agency serviced.
- f. Nature, Level, and Purpose of Contacts: Top management and staff of serviced agencies and State staff.
- g. Time Expected to Reach Full Performance Level: Two years.

## 14. MAJOR DUTIES AND RESPONSIBILITIES

1. Financial Reporting: Records, evaluates and report the agencies (NAS-Narcotics, DAO, MSG, PAS-Public Affairs) financial transactions. Always meeting reporting requirements established by legislation. Request obligation of fund cite when processing FAS requirements. Prepare reports, which provides information for formulating policy, planning actions and evaluating performance. For NAS, keep updated FMARS (Financial Management Activity Report), which provides allotments, obligations expenditures and sub-obligations for all projects. Track funds for each project and do not let NAS exceed the limits of the projects, advising discrepancies found between requirements and the project itself. Insures that funds are efficiently controlled and that reports accurately reflect results of financial operations. **30%**
2. Analysis and reconciliation of accounts: Review of supporting documents and calculations for recurring expenses to establish validity of funds committed and review accounting reports, summaries and details to determine if accounts are reconciled with official records at FSC. If there are any differences, conduct a research and take corrective measures. Provide continuous assistance and guidance to customers in references to their accounts. **20%**
3. Control of funds: Periodic review of funds committed by the USG to determine if they comply with appropriation law and not in excess of fund authorization. Prepare Flash Reports, on a monthly basis, for various agencies (NAS, MSG, DAO) reflecting actual obligations, liquidations and un-obligated requirements. Provide fund cites daily based on availability of funds for purchase orders, travel authorizations, lease contracts, agreements, petty cash reimbursements, credit card purchase and determine if they comply with laws and regulations. Updates fund requirements based on execution and plan changes. Monitors execution and identifies deviations in expenditures for projects and accounts. Insures that assigned accounts are not over obligated. Keep agencies informed of AOA (Advice of Allotments) received, and account balances making sure obligations fill a BONA-FIDE need for the FY in which order is established. **15%**
4. Provide advisory services to customers on program operations using accounting data trends and reports. Examine accounts to verify the accuracy of accounts and adequacy of supporting data. Prepare worksheets or reports reflecting the examinations made, discrepancies noted and the corrective entries required to adjust accounts. Prepare journal vouchers (i.e. appropriation changes) and perform pertinent research to solve 477's transactions. Performs other duties as assigned. **15%**

5. Analyzes and compares selected object class and line item obligations and expenditures in the approved operating budget. Reviews documents submitted by activity managers (MSG), compare estimates with previous year's data, and recommends adjustments. Determines whether funds are being used on a timely basis to support agencies mission and objectives in accordance with the annual work plan. **10%**
  
6. Reviews for completeness and accuracy all petty cash vouchers of serviced agencies and encodes them prior to advancing them for certification. **5%**
  
7. Develops own computer documents and makes extensive use of computers in support of above activities. Performs special projects and prepares special projects as assigned. Miscellaneous duties as assigned. Serves as back up to the accounting technician. **5%**