

# 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	<b>2. AGENCY</b> AGRI	<b>3a. POSITION NO.</b> A-04
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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 reflect current duties and requirements

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Budget Analyst-405	FSN-9	JG	09/19/04
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Budget Analyst	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision APHIS
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
_____ Typed Name and Signature of Employee      Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)

<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>	<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>
John J. Hurley _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)	Mark X. Perry _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**  
Incumbent assists the Administrative Officer with budget and financial management operations of the Program. Provides direct coordination, guidance, and advice on all financial management matters. Monitors and consolidates monthly status of funds. Attends billing and payment of office activities

**14. MAJOR DUTIES AND RESPONSIBILITIES** **60 % OF TIME**

1. Incumbent assists the Administrative Officer with the administration of the Budget and Finance activities and is responsible for the preparation and maintenance of all budget and finance activities for area of responsibility. Incumbent is responsible for the preparation of the Financial Operating Plan, Monthly Status-of-Funds, Multi-year Program Planning and Budgeting, and Budget Estimation Plan. Administers and maintains a computerized Informal Ledger of all expenditures

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**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Two (2) years of college education in accounting is required.
- b. Prior Work Experience: Three years experience in accounting is required.
- c. Post Entry Training: None. During probationary period, incumbent must take formal and on-the-job training in financial software and to learn USG regulations governing the financial operations of USG funds. Other training in APHIS administrative procedures will be taken.
- 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: Good knowledge of accounting principles and practices is required. Considerable knowledge in the use of PC and standard software packages, e.g., Microsoft Office, Lotus Notes, and basic Windows operations is required. Must know how to use calculator.
- f. Skills and Abilities: Must be capable of doing accurate, qualitative and quantitative work as required by the position. Must possess good analytical skills to be able to interpret financial reports and identify and explain financial performance and make projections about end-of-year financial results. Effective interpersonal skills for personnel management.

**16. POSITION ELEMENTS**

- a. Supervision Received: Performs duties under the supervision of the U.S. Administrative Officer.
- b. Supervision Exercised: None.
- c. Available Guidelines:  
USDA, APHIS, Department of State, and Department of the Treasury directives, bulletins, and other instructions, as relate to the operating and administration of the USDA, APHIS, financial management systems, and 4 FAM.
- d. Exercise of Judgment: Must exercise independent judgment in the performance of most duties. In the absence of the supervisor, makes independent decisions with approval from acting Administrative Officer.
- e. Authority to Make Commitments:  
Incumbent is not authorized to make independent commitments in the management of appropriated fund operations. In the budget area, assists the Administrative Officer with the reprogramming decisions to the extent that changes are not significant or will not materially impact of change program operations.
- f. Nature, Level, and Purpose of Contacts:  
Contacts are routinely made with officials of the servicing U.S. Embassies within the Area and Region – USDA offices including the Resource Management Staff in Riverdale, MD, other Regional Offices associated with International Services, the Field Servicing Office in Minneapolis, MN, the National Finance Center in New Orleans, LA, the Area Office and representatives of producer/exporter companies and associations. The purpose of contacts is to receive and give financial management instruction and data, resolve problems, provide advice and guidance.
- g. Time Expected to Reach Full Performance Level: Two (2) years.

#### 14. Major Duties and Responsibilities (Cont.)

and on monthly basis reconciles all budget and finance accounts under area of responsibility. Provide the Administrative officer with a monthly Status-of-Fund report using the ACMS System, Summary Accounting report which is a regional obligation summary report by area and project codes, and Detailed Transaction Report (DTR) budget activity reports which are generated by the Foundation Financial Information System. Prepares and submits the Miscellaneous Payment Systems for corrections and adjustments on all budget and finance activities. Analysis and monitors all program budget and finance activities performed by the program Consolidates and compiles Status-of-Funds ascertaining that the financial activities reported are in agreement with the Financial Operation Plan, Year-to-Date Obligations and adjustments obligations. Reviews, analyzes, and summarizes Status-of-Funds reports and prepares report for the Administrative Office's and Program Director's signature of approval. After the review, analysis and summary of the Status-of- Funds reports the incumbent provides assistants and advice to account holders on potential problems.

**35%**

2. Assists the Administrative Officer with the budgetary and fiscal planning at the regional level through collaboration with the Program Director, Sub Directors, Administrative assistants, and other U.S. management officials. Responsible for the preparation of the payroll break down for all Foreign Service National employees. Maintain appropriate follow up and assistance to the Panama US Commission for the Eradication of Screwworm as needed. Provides assistance with the development of statistical data for use in financial management planning, such as budget projections, are budget work sheets, etc. This statistical analysis is used to justify budget increases, reprogramming of the region's allocations, or adjusting project work to be performed in order to conform with line item allocations. Assist the Program Office with the review of information submitted by employees assuring accuracy and consistency with financial operating plans.

**5%**

3. Act as backup to perform other APHIS administrative duties in Panama including airline and hotel reservations, review and transmittal of travel vouchers, time and attendance reporting, and other administrative services required by APHIS personnel in Panama.