

# 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> STATE/NAS	<b>3a. POSITION NO.</b> N-05
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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 for re-advertisement of position

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Budget Analyst, 405	FSN-8	MAM	1/27/10
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 Narcotics Affairs Section
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor      Date(mm-dd-yy)
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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>  Lance Hegerle _____ Typed Name and Signature of American Supervisor      Date(mm-dd-yy)	<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>  Mark X. Perry _____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION** Incumbent has full responsibility for maintaining the accounts for NAS projects working in conjunction with counterparts in the B&F Section. Incumbent manages all financial aspects of Narcotics Affairs Section to include planning, administering, executing and reporting of the budget. Prepares, revises, executes documentation and submit to INL Budget office and FSC Charleston. Oversees the funding and fiscal execution of all project activities. Manages financial aspects of NAS Procurement Credit cards program. Under the direct supervision of the Narcotics and Police PSC, incumbent is responsible for clerical duties of the vetted units. Serves as NAS POC for daily routine work related to the project including paying of bonuses and cash payments to vetted unit members and managing petty cash and cash advances to vetted units.

**14. MAJOR DUTIES AND RESPONSIBILITIES**    See attached % OF TIME  
**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: University degree in Business Administration, Accounting or Finance.
- b. Prior Work Experience: Five years of experience in accounting or financial management is required. One year of Cashier experience required.
- c. Post Entry Training:  
None. During probationary period incumbent must take Training in State Department and INL financial management procedures to include INL Software, CFSC Software. During probationary period, incumbent must learn U.S. financial management system, INL procedures and policies.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):  
Level IV (Fluent) Speaking/Reading/Writing Spanish language is required. Level III (Good working knowledge) Speaking/Reading/Writing English language is required.
- e. Job Knowledges:  
Must be Knowledgeable of accounting procedures. Must know how to use a wide variety of computer applications to include Word, Excel, Access, Outlook and Internet Explorer.
- f. Skills, and Abilities:  
Must be able to prepare financial reports without assistance. Must possess analytical skills. Must be well organized. Must be a self learner in order to learn to use new accounting software and new regulations and procedures as implemented by INL and DOS. Must be able to identify errors and make corrections as necessary. Must be able to communicate complicated accounting issues to individuals with no training in accounting. Must possess valid Panamanian driver's license.

**16. POSITION ELEMENTS**

- a. Supervision Received: Supervised by NAS Director.
- b. Supervision Exercised: None
- c. Available Guidelines:  
Applicable INL Financial Management Policies and Procedures; Department of State Financial and Accounting policies and procedures. 3FAM, 4 FAM, LAN-SPFMS operations manual, ICASS user manual.
- d. Exercise of Judgment: Must exercise sound judgments related to financial management procedures and internal controls
- e. Authority to Make Commitments: Limited as to accounting issues with prior authorization from supervisor.
- f. Nature, Level, and Purpose of Contacts: Will maintain mid and low level contacts within the mission and with NAS vetted units.
- g. Time Expected to Reach Full Performance Level: 4 months

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

35%: Analyze and execute the fiscal year's budget. Develop budget through planning expenses, obligations and documentation for the current year's budget.

30%: Responsible for ensuring that all obligations requests and documents are legal and in conformity with all applicable federal and agency regulations. Responsible for establishing internal controls to ensure that all funds and obligations are correctly recorded and legal.

25% Serve as principle contact for administrative support to NAS vetted units, to include payment of bonuses to individual unit member, reconciliation of cash advances and petty cash accounts, keep and maintain records related to the vetted units.

10% Prepares weekly, monthly & quarterly status of funds report and FMAR Report by cost component, providing information for Procurement Requests and Budget Execution for DEA Reimbursable Agreement, and consolidate data for the end of Year Reconciliation.