

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A53225
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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) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Voucher Examiner, FSN-420	FSN-6	MM	05/12/08
b. Other				
c. Proposed by Initiating Office B&F		FSN-6		

6. POST TITLE POSITION (if different from official title) Voucher Examiner	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
b. Second Subdivision Financial Management Office	c. Third Subdivision Voucher Unit

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

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.	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.
_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION
Prepares a variety of vouchers ranging from routine to complex, types vouchers include, but not limited to payments for transportation services, equipment maintenance, miscellaneous supplies and services. Incumbent covers in needed vouchering functions during the absence of other voucher examiners. The individual performs data-entry as required for processing voucher payments.

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

50%

Incumbent processes the full range of disbursement vouchers. Examines vouchers, invoices, and other documents for which

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High School diploma with specialization in commerce/accounting is required.
- b. Prior Work Experience:
Two years experience in bookkeeping and/or voucher examining is required.
- c. Post-Entry Training:
During the probationary period, the incumbent must be trained in operating several financial software systems, including but not limited to: LANSPFMS, Coast, RFMS-Momentum. If successfully completes one-year probationary period, the incumbent will be considered for specific training at the Dept. of State headquarters in the US (e.g. FSC Charleston, FSI).
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level II (Good Working Knowledge) Speaking/Reading English and Spanish is required.
- e. Job Knowledge:
Must know basic accounting principles. Knowledge of Microsoft Suite (Word, Excel, PowerPoint, and Outlook) is required. Must be knowledgeable of any type of computerized payment system.
- f. Skills, and Abilities: The incumbent must be able to work well under pressure, maintaining a high degree of accuracy. In addition, the individual must be able to multi-task, managing multiple projects simultaneously. The person must possess strong inter-personal skills, and be able to prioritize (in conjunction with input from supervisors).

16. POSITION ELEMENTS

- a. Supervision Received:
Supervision received from supervisory voucher Examiner.
- b. Supervision Exercised:
None
- c. Available Guidelines:
3, 4 and 6 FAM, SR., RFMS Users Manuals
- d. Exercise of Judgment:
Most exercise good judgment in interpreting regulations as employee is responsible for helping to assure legality of payments. Also good judgment required for input of data in non compatible forms which may adversely affect internal control requirements of serviced agency
- e. Authority to Make Commitments:
None.
- f. Nature, Level, and Purpose of Contacts:
Contacts with varying levels in utility or other services companies, vendors, American Officers and FSNs.
- g. Time Expected to Reach Full Performance Level:
One year.

14. Major Duties and Responsibilities (Cont.)

% of Time

a) Examines invoices to ensure conformance with terms of original purchase orders or authorizations. Obtains signatures of receiving or approving officer as necessary and checks all computations on invoices for accuracy and propriety. 30%

b) Serves as the focal point of reception of all B&F invoices and management of vendor payment issues. The incumbent types vouchers for payment, including fiscal data and proper description of purpose of payment. Attaches all required supporting documents with proper signatures. 30%

c) Reviews finished vouchers for completeness and accuracy of presentation, compliance with regulations, propriety and required certifications. If a voucher is incomplete, refers to supervisor for advice and guidance before returning voucher to sender with request for additional information. The incumbent is also primarily responsible for May perform a variety of related clerical duties such as typing forms, filing, maintenance of office supplies and preparation of T&A. 30%

d) Performs related duties from time to time as assigned 10%