U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post	2. Agency	3a. Position Number
LA PAZ	STATE-ICASS	310401 A53222

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) C53222 (Title) VOUCHER EXAMINER (Series) 420 (Grade) FSN-7

☐ b. New Position

X c. Other (explain) New duties assigned.

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-YYYY)
a. Post Classification Authority	Voucher Examiner – 0420	FSN-7	[initials]	11/13/2017
b. Other				
c. Proposed by Initiating Office				

6. Post Title of Position (*if different from official title*)	7. Name of Employee Vacant
8. Office/Section MANAGEMENT SECTION	a. First Subdivision FMO
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Vacant
Printed Name of Employee

Signature of Employee ____ Date (*mm-dd-yyyy)*

10. This is a complete and accurate description of the duties and responsibilities of this position.

Ximena Canova, Supervisory Voucher Examiner
Printed Name of Supervisor

Signature of Supervisor ____ Date (*mm-dd-yyyy*)

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.

Christopher Clemmens – FM Officer
Printed Name of Chief or Agency Head

Signature of Chief or Agency Head ____ Date (*mm-dd-yyyy)*

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Erin Hamrick – RHRO / Regional Approver
Printed Name of Admin or Human Resources Officer

Erin P. Hamrick

Signature of Admin or Human Resources Officer — 11/13/2017 Date (*mm-dd-yyyy)*

13. Basic Function of Position:

Analyzes and processes for payment all types of vouchers from very simple transactions to very complex vouchers such as for contract payments and leases. Processes payments for Blanket Purchase Agreements for gasoline, newspapers, transportation, DHL, and others for all agencies. Prepares payments for the language program. Responsible for processing payments to CITIBANK for the travel card to pay for international and in-country airfare for ICASS, Program, PAS, DS, MRV, APHIS, DAO, USACE, MSG and all other agencies. Manages the Designated Billing Office (DBO) which involves receiving, reviewing, registering, and tracking all invoices. Enters into RFMS (Regional Financial Management System) all vouchers processed by her/him and others as needed. Responsible for auditing and entering public diplomacy grants into RFMS. Serves as back up for voucher examiner in charge of travel, which involves preparing travel vouchers and advances in E2 Solutions program. Maintains records management for check/eft (electronic funds transfer) vouchers.

14. Major Duties and Responsibilities

1. The incumbent is responsible for examining and processing properly, accurately and in a timely manner different type of vouchers from very simple to complex. Must also be able to assist the supervisor as needed.

Completes and prepares for payment Blanket Purchase Agreements (BPAs) processed in ILMS (Integrated Logistics Management System) for all agencies at post. This requires revising and analyzing terms and conditions of BPAs and ensuring that supplies or services are acquired in accordance with the BPA calls in order to prepare vouchers that are correct and proper for payment. Must examine each document ensuring that all required documentation, properly signed and approved, is attached. Must be able to determine when prompt payment interest charges are required and calculate any prompt pay charges or discounts if needed. **40%**

2. In charge of processing contract payments. Must conscientiously review all contracts in their entirety and strictly ensure that the payments are in compliance with the terms and provisions of the contract. In particular must ensure that the date of delivery, contract period, price, and quantity are correct. Must diligently ensure that the charges for services or goods are correctly distributed among multiple fund cites.

a. Prepares vouchers for leases contracts and maintenance for all agencies. Currently this includes 50 property leases for residential housing. Makes sure that the payments are in accordance with the terms of the contract, the due dates are correct, and the leases are current. Proactively maintains communication with the housing staff. Must use the Real Property Application (RPA) to run reports and maintain accurate records of all OBO (Overseas Buildings Operations) contracts and lease payments.

b. Processes contract payments such as janitorial and gardening services. This complex task involves payments for various agencies with many goods and services and multiple fund cites. This includes performing complex calculations to allocate payments by agency.

c. Incumbent is in charge of processing contract payments for the language program. Must ensure that the charges are in accordance with the attendance sheets and correct accounts and discounts are applied. **15%**

3. Handles travel for the vouchering section.

a. Reconciles and processes payments for the Citibank Travel Card for in-country and international airfare for ICASS, Program, PAS, DS, MRV, APHIS, DAO, USCOE, and MSG. Must ensure that correct fund cites are applied for proper agency charges, and ensures that proper travel orders and documentation are attached. Coordinates with Travel Management Center and resolves any discrepancies in the CITIBANK statement.

b. Works with the travel assistant, prepares travel authorizations in e2 Solutions program for all Mission employees. Processes travel arrangements for body guards, prepares travel orders, advances and travel reimbursements vouchers. Reviews and prepares travel vouchers ensuring they are in compliance with the regulations and all advances are properly cleared. **15%**

4. Incumbent manages the Designated Billing Office (DBO) which involves receiving, reviewing, registering, and tracking all invoices. Is responsible for entering each invoice received into a data base and assigning them to the appropriate voucher examiner for processing and payment. Tracking involves, among other things, identifying whether vouchers have been paid, how long a payment is taking and where a payment is in the payment process, the type of voucher, type of currency, responsible agency, etc. Runs COAST (Consolidated Overseas Accountability Support Toolkit) reports for rejected vouchers two times a week, informs the corresponding voucher examiners and ensures that the corrective actions are taken and when necessary. Communicates as necessary with the Disbursing Office or the Accountant in the Comptroller and Global Financial Services (CGFS). **15%**

5.

a. In charge of pick up and deliver the mail for the FMO. Receives and register the checks received from the CGFS and delivers them to the cashier. Processes cancel checks.

b. Incumbent is in charge of processing consular trust funds and EMDA loans. This includes controlling and reconciling the authorized funds.

c. Scans and enters into the RFMS system all vouchers prepared by himself/herself and vouchers prepared by other staff, such as police bonus payments, utilities, ORE, awards, and others by request. Enters into RFMS the vouchers for Emergency or Extraordinary Expense Expenditures for DAO employees. Responsible for auditing and entering PD Grants into RFMS.

d. Maintains records management for all check/EFT vouchers. Preserves, archives and disposes of paper documents in accordance with Federal Law and Department Policy. **15%**

15. Qualifications Required For Effective Performance

a. Education:
Two years of college or technical study in accounting, auditing or any financial related is required.

b. Prior Work Experience:
Two years in voucher examining, accounting, bookkeeping or related fiscal work is required.

c. Post Entry Training:
Voucher Examiner Course
RFMS Voucher Data Entry, E2 Solutions, COAST, ILMS, e-Services systems.

d. Language Proficiency:
Level 3 (good working knowledge) English ability is required.
Level 3 (good working knowledge) Spanish ability is required.

e. Job Knowledge:

A thorough knowledge is required of applicable sections of the Foreign Affairs Manual, GAO (Government Accountability Office) Decisions, Standardized Regulations, and specific regulations and procedures of that/those U.S. Government agency/agencies for which voucher-examining services are performed. Must have proven ability to comprehend and incorporate complex regulations and vouchering and accounting procedures.

f. Skills and Abilities:
Must be PC literate, should be able to work with Microsoft Office, EXCEL, WORD and other software.
Must be proficient in use of the RFMS, COAST, ILMS, e-Services systems.

16. Position Elements

a. Supervision Received:
The incumbent will work moderately independently under the general supervision of the Supervisory Voucher Examiner. Must be able to prepare vouchers without supervision.

b. Supervision Exercised:
None.

c. Available Guidelines:
The employee will become knowledgeable of the 4FAM, 6FAM, 14 FAM, DSSR.

d. Exercise of Judgment:
Should be able to work independently and interpreting regulations properly. Should be able to prioritize in order to organize his/her work.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:
Has intensive contacts with service provides, American and FSN employees in the Management Section and personnel from other agencies. These contacts are required in order to verify information related to the payments.

g. Time Expected to Reach Full Performance Level:

1 Year.