BUDGET ANALYST (WAE) FSN-7/FP-7 (FMO) VACANCY ANNOUNCEMENT 18/02/14

MAJOR DUTIES AND RESPONSIBILITIES

30% of time: Allotment accounting duties:

Identifies differences between proposed changes to internal operating programs and projected spending for those programs. Identifies relationships between projected major program changes and the projected budget. Forecasts shortfalls and actions necessary to accommodate the changes. Prepares special analysis of fund expenditures as necessary. Evaluates the effect of cost and program changes on the budget execution process.

Performs the allotment accounting functions using the RFMS/M Direct Connect accounting system that includes the recording of all financial transactions through funding and obligation entries.

Performs daily, monthly, and quarterly reviews transactions. Reviews un-liquidated balances and status of obligation reports for current and prior fiscal years to determine the validity of the outstanding open balances.

Pre-audits a wide variety of financial documents, including purchase orders, travel orders, contracts and vouchers in order to obligate appropriated funds, using ARIBA and E2 systems.

20% of time: Budget formulation duties for serviced agencies.

Performs budget formulation duties involved in the process of preparing detailed analyses and estimates of annual funding or specific project or event funding. Provides management officials with procedural and regulatory guidance concerning availability of or limitations on the use of funds.

Formulates and executes the operating budget for serviced allotments and assists in the preparation of the ICASS budget, applying judgment in order to approve or disapprove a wide variety of documents such as: purchase orders, contracts, travel authorizations, and allowances. Analysis requires an extensive knowledge of U.S. government regulations, financial, auditing criteria, and software applications.

Provides actual spending amounts and projected requirements and recoveries for specific budget line items.

Works closely with the American FMO and FSN Financial Specialist to review and consolidate data for the annual budget submissions to headquarters.

20% of time: Financial planning duties:

Performs operational program budget execution duties. Performs studies and audits on control and use of funds throughout the year. Assures that obligations incurred and resulting expenditures of funds are in accordance with pertinent laws and regulations.

Conducts financial analysis for handled accounts, stressing control over funding. Executes the operating budget for handled accounts.

The employee prepares increase/decrease adjustments to maintain the funding levels accurate and up-to-date in accordance with the program needs arisen during the fiscal year.

Prepares financial plans, mid-year and quarterly reviews, and reprogramming of budget distribution to meet financial requirements according to priorities of spending, reporting these changes. Maintains direct contact with all Management Officers at Post as well as CFCS Accounting and Payroll officers, in support of management, budgeting, and accounting duties. Complies with officer requirements to provide offices with weekly and monthly reviews of RFMS/M 60/62 reports for officer information and reviews.

20% of time: Voucher Examiner duties

A. Payments: Examines and processes various types of payments:

WHA Non-post held funds: Responsible for processing non-post held funds payments.

Travel: Processes travel advances and reimbursement vouchers for invitation travelers, USDH and their dependents, and Locally Employed (LE) Staff employees. Incumbent determines allowable expenses based on the prevailing USG regulations at the time of the travel and post policies. Examines a variety of lodging, car rental, laundry and other miscellaneous receipts to determine proper travel reimbursement amounts or to justify disallowances as appropriate.

Rental: Processes quarterly rental payments for short-term leased properties. Determines the amount to be paid to the landlords applying corresponding rental deductions in conjunction with GSO Housing Unit and corresponding agencies admin officials.

Corporate Purchase Card: Audits and examines bank statement of account and individual supporting reconciliation documentation provided by card holders on a monthly basis. Maintains appropriate working files and spreadsheets to facilitate payment processing and to enable FMO accountants with readily available information on post funded credit card orders liquidation status.

Utilities: Process utilities and bottled water bills received due to the purchase of services for all Government Owned and short-term leased properties. Responsible of paying water, electricity and gas through the PPP (Prime Pay Process) on a timely manner in order to avoid service cuts. Acts as liaison with GSO to coordinate any issues regarding the above mentioned utility payments for all agencies.

B. Other Voucher Examiner duties:

Prompt Payment Act: Scrutinizes the vendor invoices for compliance with the Prompt Payment Act. Review the invoices to ensure all items are complete and accurate, and will notify vendors or other offices if information is incomplete or inaccurate.

Logging of Certified Vouchers: receives certified vouchers from the certifying officers, and logs them into the voucher tracking database application and/or invoice log databases. Incumbent will file the voucher as required.

5% of time: Financial reporting duties:

The employee is responsible for preparing financial status reports to be used by the various responsible fund holders. Generates and reviews RFMS/M 60/62 report for all handled accounts for accuracy.

The incumbent is responsible for preparing the FMO related workload counts each year under ICASS.

The incumbent is responsible for auditing and preparing the summary ICASS workload counts module from workload data received from 30 Cost Centers (service providers) and for 30 Customer Agencies.

5% of time: Administrative Assistant/Voucher Examiner duties as assigned

Prepares cables, correspondence, MyServices requests and e-mails as needed.