



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST Singapore	2. AGENCY Department of State	3a. POSITION NO. 100370 (T)
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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. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain) Vacant position. Training grade

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority CAJE	Voucher Examiner – 420 (Training grade. Not to be used concurrently with the position #100370, Full performance level at FSN-6)	FSN-5	KCS	Jan. 2005
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Financial Management Office	a. First Subdivision Management Office
b. Second Subdivision	c. Third Subdivision

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 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 Section Chief or Agency Head Date(mm-dd-yy)	_____ Typed Name and Signature of Admin or Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This is a training and developmental level established to provide time and opportunity for the incumbent to acquire the knowledge and experience necessary to perform position duties at the full performance level. Incumbent's performance will be evaluated formally at regular intervals. If performance is found to be satisfactory, after one year, the employee may be upgraded to full performance level, FSN-420-6.

This position is responsible for the preparation and submission of all assigned voucher types, and the initiation of appropriate payment actions through computerized systems for the day-to-day processing of complex and routine vouchers. The incumbent will monitor and track historical spending and perform constant reviews of anticipated payments in order to avoid premature or late disbursements. In addition, this position maintains utilities records, serves as Alternate Cashier when required and performs administrative duties including preparing monthly Goods and Services Tax (GST) submissions and filing of cashier and non-cashier vouchers.

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14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Vouchering

Prepares and submits all assigned non-cashier voucher types. Initiates appropriate payment actions through computerized systems for the day-to-day processing of complex and routine vouchers. Scans and copies of voucher packets for submission to the Bangkok Post Support Unit. Reviews regularly anticipated payments in order to avoid premature or late disbursements. Files cashier and non-cashier vouchers.

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Cashier/Secretarial

Serves as alternate Class B Cashier when necessary. Performs secretarial/administrative duties for the section in the absence of the incumbent FMO's Secretary/Payroll Technician. May assist with monthly GST submission.

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Miscellaneous

Performs other administrative duties as assigned.

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
Successful completion of local secondary school or graduating high school education is required.
- b. Prior Work Experience:
Minimum 1 year of progressively responsible experience in vouchering, accounting or administrative work is required.
- c. Post Entry Training:
On the job training by the Supervisory Accounting Technician and Supervisory Financial Specialist. Completion of FSI Voucher Examiner home study course to be completed within the first six months. Formal ADP training in financial systems to include RFMS DirectConnect, Microsoft Office Suite, and other applications as determined to be appropriate.
- d. Language Proficiency:
(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read)
Level III (Good working knowledge) Speaking/Writing/Reading in English is required.
- e. Job Knowledge:
A sound knowledge is required of the basic requirements of applicable sections of the Federal Travel Regulations, Foreign Affairs Manuals, GAO decisions, Standardized Regulations, Treasury Department regulations, Office of Management and Budget directives, General Services Administrative guidelines and specific regulations and procedures of all supported agencies for which vouchering services are provided.
- f. Skills and Abilities:
Ability to comprehend and apply detailed regulations and procedures pertaining to work is required. Must have the ability to explain clearly and convincingly the rationale of decisions made for payment or non-payment of voucher claims. Must be competent in MS Office software programs (Outlook, Excel, Word). Familiarity with the operation of a calculator is also required.

16. POSITION ELEMENTS

- a. Supervision Received:
Overall direct supervision from the LE Staff Supervisory Accounting Technician, FSN-8 (Posn #100551) with indirect supervision from the LE Staff Supervisory Financial Specialist, FSN-10 (Posn #100434). Except for unusual problems, minimal supervision is required. Guidance is given upon request.
- b. Supervision Exercised:
None.
- c. Available Guidelines:
Standardized Regulations, 3/4/6 FAM, Federal Travel Regulations, and FSC Operations Manual, as well as regulations, procedures, policies, standards issued by supported agencies, Treasury Department, General Accounting Office, Office of Management and Budget and the General Services Administration.
- d. Exercise of Judgment:
Incumbent must use sound judgement in interpreting regulations and establishing work priorities. Should have sufficient understanding of job to recommend procedures for improved efficiency.
- e. Authority to Make Commitments:
None unless specifically authorized by the Financial Management Officer.
- f. Nature, Level and Purpose of Contacts:
Contacts as required with local vendors to obtain invoice clarifications; regular contact with Singapore FSN and American employees; regular contact with FSC-Bangkok personnel.
- g. Time Expected to Reach Full Performance Level:
12 months for effective performance of full range of duties.