

# JOB VACANCY ANNOUNCEMENT AMERICAN EMBASSY – LOME

No.: 09HR-009

March 11, 2009

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All interested Candidates  
POSITION: Voucher Examiner/Alternate Cashier, FSN-6 (FP-08, AEFM only)  
OPENING DATE: March 16, 2009  
CLOSING DATE: March 30, 2009  
WORK HOURS: Full-time: 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Lome is seeking individual for the position of Voucher Examiner/Alternate Cashier in the Management Budget and Fiscal Section.

To apply, please go to: <http://togo.usembassy.gov/employmt.html>

## BASIC FUNCTION OF POSITION

Performs budgeting, accounting, vouchering, payrolling and cashier functions as described in item # 14.

**The major duties and responsibilities are pasted at the end of the announcement.**

## QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** Completion of a technical school in accounting equivalent to BAC G2 is required.
2. **Work experience:** 2 years experience of clerical accounts work is required.
3. **Language:** Level III (good working knowledge) both speaking and reading English and French is required. *English language will be tested.*
4. **Knowledge:** A good basic knowledge of standardized bookkeeping and accounting procedures, processes and format is required. Knowing the use of all accounting documents is of great importance.
5. **Skills:** Must be able to analyze accounts and to detect errors and avoid over-obligations.

## SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO [HROlome@state.gov](mailto:HROlome@state.gov) EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of

assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

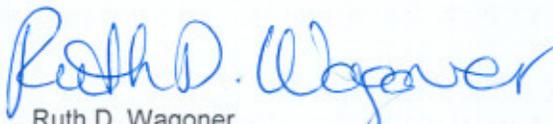
--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: March 30, 2009**

The US Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Ruth D. Wagoner  
Management Officer

**Major duties and responsibilities:**

**I. Accounting**

A. Maintains the PD and MSG Allotment received from AF/EX/BFO. Informs the Financial Specialist on related Financial issues, Prepares periodic Financial Statements on PD and MSG Funds as may be requested by the Management Officer and the Financial Specialist. Provides fiscal data for Public Diplomacy vouchers, purchase orders and contracts. Review 60& 62 report of PD and MSG unprocessed reports for correctness and for discrepancy in obligation and liquidation. Downloads daily 60/60 and 80 files from FTP to update Coast Software Records.

B. Acts as RFMS coordinator at post to make the necessary adjustments and reconcile post records with Charleston. Prepares Journal vouchers and cancellation of checks. Reviews all post travel advances account and make necessary adjustments to clear the advances.

C. Assists the Financial Specialist in PD, MSG and other allotment budget preparation.

D. Serves as backup during any absence of Financial Assistant in maintaining Program, ICASS, OBO, DS and other Allotments records. Prepare and send Obligations to Charleston and provide fund cite on Purchases Orders and Contracts.

E. Examining allotment accounting records down to the appropriate object classification to check accuracy of financial data on documents existence of obligation, availability of funds in such obligation within established tolerance.

## **II. Vouchering**

A. Determining that vouchers are supported by documentary evidence showing that a valid, binding agreement in writing has been executed, recorded, and is on file.

B. Assuring that vouchers are correct, proper and legal for payment.

C. Acting as compliance agent in assuring that established controls to prevent improper or duplicate payment are effectively working.

D. Determining that disbursements applicable to claims comply with appropriate U.S.G. laws and regulations.

E. Maintains records for A/OS Supported School; reviews disbursement requests to ensure compliance with grant provisions. Keeps current working files.

F. Insures the strip code on the voucher payment is correct and uses the Direct Connect to process related voucher by datel to FSC Charleston in prompt and timely fashion to take advantage of a vendor's discount, if any, and to avoid late payment and prompt pay penalty.

G. Examines travel vouchers that are connected with international travel involving transfers, movement of HHG, use of multiple form of transportation (carriers) including U S and foreign, taking leave or performing duty while in travel status, and determines whether travel was in accord with orders of authorization, and that deviation are allowable or authorized.

Establishes per diem due travel including those of eligible family members, confer with traveler to ascertain bases and nature of aspects of travel e.g., educational allowance, foreign service transfer etc..Also ensures that these travel claims are chargeable to appropriate different strip codes. Prepares travel advances for local and international official travels and prepares a memo to the traveler for reimbursement in case he owes the USG, and clears the 62 reports from Charleston by zero vouchers

H. Prepares payment vouchers for ORE staff.

I. Interpreting applicable provision(s) of the lease and determining whether payment is appropriate, legal and justified and ensure that payments are made as specified( time, place, currency,...) in order to avoid penalty or to take advantage of discounts if applicable.

J Enters appropriate information into data base thereby scheduling payments, liquidating obligations, generating voucher documents for review by the certifying officer, and effectively cutting the payment check US or local currency.

K. Maintains official signed copies of contracts and leases which serve as legal documents supporting disbursement actions.

## **III. Payroll Coordinators**

Coordinates payroll function at post in dealings between the post and the serving FSC Charleston. Supervises and guides all section responsible people to report on pay. Primarily using directives of FSC, guides timekeepers in post's various organizations in reporting work/non-work performance and related compensation entitlements, e.g., type of leave, premium pay, etc. Reviews completed time and attendance reports, effects changes as necessary to assure accuracy and completeness, and submits

data to FSC Charleston through internet and/or FTP. Reviews documents supporting compensation changes etc. Assists employees on pay entitlements and related documentary requirements, specifically: Receives, checks and paychecks and related earnings/leave statements for control and remits to the Class "B" Cashier for distribution.

#### **IV. Alternate Class "B" Cashier**

Serves as Alternate Class "B" Cashier with operating cash advance of \$ 80,000.00 during any absence of the principal cashier. Receives and assumes accountability for an operating cash advance from the U.S. Disbursing Officer, issues and accounts for sub-cashier cash advances and replenishments, disbursing, collection, depositing, and accounting for cash and cash instruments in U.S. and local currencies, paying some vouchers in cash, e.g., travel advance payment, travel reimbursement claims, representation, Official Residence Expense (ORE) claims, and those authorized by the Emergency cash payments, advancing petty cash fund for official purchases upon determination that a request has been properly authorized, issuing FSN payroll checks, providing accommodation exchange services, prepares OF-158 for collection in U.S. Dollars and local currency.

Using PCC (paper check conversion) software to convert checks into electronic fund transfer in the accommodation exchange service.