**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).

<table>
<thead>
<tr>
<th>1. Post</th>
<th>2. Agency</th>
<th>3a. Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Embassy Kampala</td>
<td>STATE</td>
<td>101596, 101544</td>
</tr>
</tbody>
</table>

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the “Yes” block.

- [ ] Yes  -  [ ] No  

If yes, please provide position number: 101596, 101544

4. Reason for Submission

- [ ] a. Redescription of duties: this position replaces

  (Position Number) ______________ , (Title) ______________ (Series) ______________ (Grade)

- [ ] b. New Position __________________________________________

- [ ] c. Other (explain) ________________________________________

5. Classification Action

<table>
<thead>
<tr>
<th>Position Title and Series Code</th>
<th>Grade</th>
<th>Initials</th>
<th>Date (mm-dd-yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Examiner, FSN-0420</td>
<td>FSN-7</td>
<td>AFRC: MHB</td>
<td>11/07/2019</td>
</tr>
</tbody>
</table>

7. Name of Employee

8. Office /Section

- a. First Subdivision

  Financial Management Office

- b. Second Subdivision

- c. Third Subdivision

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

   Printed Name of Employee ___________________________ Date (mm-dd-yyyy)

   Employee Signature ___________________________

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

   Printed Name of Supervisor ___________________________ Date (mm-dd-yyyy)

   Supervisor Signature ___________________________

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.

   Printed Name of Chief or Agency Head ___________________________ Date (mm-dd-yyyy)

   Chief or Agency Head Signature ___________________________

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.

   Printed Name of Admin or HR Officer ___________________________ Date (mm-dd-yyyy)

   Admin or HR Officer Signature ___________________________

13. Basic Function of Position

Responsible for the complete voucher examining process (except final review and certification) of a considerable variety of average to moderately complex administrative type of vouchers, invoices, and claims. Prepares non-cash vouchers and requests payments in US, local, and third currency for goods, services, and other expense transactions while ensuring that payment is proper, legal, and correct in accordance with applicable regulations. Contacts vendors,
payees if additional information and clarification is needed. Incumbent is responsible for the voucher throughout the entire process up to certification by the Certifying Officer. Orders EFT payments in US, local and third currency through RFMS/M (disbursing system). Will also be required to handle Value Added Tax (VAT) reporting, control, and voucher processing. Incumbent must possess or gain specialized knowledge of host country VAT regulations and procedures in order to advise employees and post management on VAT issues.

14. Major Duties and Responsibilities

Voucher Examination 65%

Under the supervision of the Financial Specialist, serves in a team of Voucher Examiners. Examines and reviews vouchers, invoices and other documents including moderately complex administrative invoices being paid against contracts between vendors and Post for various serviced Agencies at Post. Prepares non-cash vouchers and requests payments in U.S., local and third currency for goods, services and other expense transactions. Ensures, that payment is legal, proper and correct according to Regulations. Contacts vendors, payees if additional information and clarification is needed.

VAT refunds Claims Processing and collection 15%

For Embassy VAT expenditures, enter detailed VAT data on a regular basis and submit refund claims monthly. Control the claims and effect distribution of the refunds on a priority basis. For eligible US Employees, provide advice and assist individuals in completing VAT refund forms and submit their claims. For the official VAT using the VAT file on the FMO Shared network drive, provide reporting on official VAT submissions and refunds received from the Ugandan Ministry of Finance. Communicate directly with the Ministry of Finance or subsections thereof as required to expedite VAT refunds for individuals and the USG. Job incumbent will prepare special purpose analyses of VAT reporting as required in order to advise post management for the purpose of optimizing VAT refunds for both Embassy employees and the USG. He / She will assist in research and interpretation of Ugandan VAT laws and regulations to assist post management in preparation for negotiation with the Ugandan authorities regarding VAT issues.

Vendor and Employee reimbursement notifications/Follow up missing payments 10%

Enter legal, proper and correct vouchers into RFMS/M (disbursing system) to enable disbursement of funds to the vendors/employees. After certification by the Certifying Officer, provide funds transfer notifications to vendors/employees providing details of amount paid, invoice being settled and details of the account and bank to which payment was disbursed. Follow up on lost/missing payments with the disbursing office.

Alternate Class B Cashier 10%

Serves as Alternate Class B Cashier during the absence of the Post Class B Cashier with an accountability limit of $100,000 U.S. The employee performs the full range of Cashiering duties, including Collections, Accommodation Exchange to authorized personnel on a daily basis. Collects Consular Fees and Cash from personnel for travel, personal phone calls, and other miscellaneous fees. Makes payments to FSN and US employees based on Certified Vouchers and other authorizing documents. Must have a good knowledge of the COAST Cashiering Software. Provides Off-Site cashiering support for VIP visits, such as Presidential and CODEL visits.

*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required for Effective Performance
a. Education
   Two years of general college or university studies is required.
b. Prior Work Experience
At least Two (2) years of experience in accounting, auditing, cashiering, bookkeeping, or voucher examining is required.

c. Post Entry Training
Specialized training in USG’s official computerized accounting and control system (RFMS/M) and organized training courses on USG payment processing, internal controls, and financial analysis. Orientation to Financial Management, GFS21 - Basic Voucher Examination, GFS22 - Advanced Voucher Examination, GFS61 - Travel Policy, GFS13 - Servicing Serviced Agencies.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read). English level III (Good working knowledge) Reading/Writing/Speaking is required.

e. Job Knowledge
Knowledge of generally accepted accounting principles and concepts, financial management and reporting as well as office operations is mandatory. Familiarity with handling vouchers, VAT and/or cashiering transactions with public offices/large government institutions is required.

f. Skills and Abilities
Must possess considerable skills in articulating complex issues orally and in writing, (e.g., to explain disallowance of claims or deductions in vendor invoices) through comprehending and properly applying technical regulations and requirements to the voucher examining process. Must be skilled in using the computer (MS Word, MS Excel and MS Access) to process transactions in a financial data base. Must possess considerable skill (tact and diplomacy) in interacting with customers, vendors and host government officials as it relates to processing various types of vouchers and backing up the cashier. Incumbent must have ability to establish priorities, organize a large and varied workload in an efficient and timely fashion, and develop procedures for the successful implementation of work assignments.

16. Position Element
a. Supervision Received
Financial Management Specialist.

b. Supervision Exercised
NA.

c. Available Guidelines
Foreign Affairs Manuals/Handbook - sections 3, 4, 6, and 14; Joint Federal Travel Regulations (JFTR); Federal Travel Regulations (FTR); Stanardized Regulations (sections 200 (Allowances), 300 (Representation), 400 (Official Residence Expense); Regional Financial Management System (RFMS) Manuals and User Guides. and CGFS Knowledge Base.

d. Exercise of Judgment
Limited independence and exercise of judgment is required in fulfilling the requirements of the job. Prioritizes work to ensure deadlines are met.

e. Authority to Make Commitments
None.
f. Nature, Level, and Purpose of Contacts
   Mission personnel at all levels, Vendors, and Tax Authority personnel.

g. Time expected to Reach Full Performance Level
   Six months.