

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 Embassy Mexico City	2. Agency DOS	3a. Position Number 312801 A53-225		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) <u>A53-225</u> (Title) <u>LE Staff Certifying Officer</u> (Series) _____ (Grade) <u>9</u> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority Florida Regional Center	Voucher Examiner, (Pre-Certifying), 420	I FSN-8		4/1/2016
b. Other HR/OE/HRM	Voucher Examiner, (Pre-Certifying)	FSN-9		06/20/2016
c. Proposed by Initiating Office				
6. Post Title of Position (if different from official title)		7. Name of Employee		
8. Office/Section U.S. Embassy Mexico City		a. First Subdivision Management		
b. Second Subdivision Financial Management Center		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. _____		
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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
13. Basic Function of Position Performs certification for payment of vendor EFT vouchers and cashier transactions. The dollar monetary ceiling is \$25,000 USD per fiscal line item. Authorized transactions include vendor payments, employee reimbursements, Official Residence Expense reimbursements, representation claims, education allowance claims, grants, travel, purchase and travel card payments, cashier transactions, lease payments, and utilities payments				
14. Major Duties and Responsibilities				

CERTIFYING OFFICER – 90% OF TIME

Certified disbursement of public funds must be documented by a voucher. Before payment can be authorized, vouchers and supporting documents must be examined for accuracy, justification, and compliance with regulations, following procedures established not only by the Department of State but also regulations, policies, procedures, and standards issued by the Treasury Department, the General Accounting Office, the Office of Management and Budget, the General Services Administration and associated agencies.

The LE Staff Certifying Officer verifies that payments (disbursements) made by proposed payees as documented by their invoices and supporting documents, are authorized and supported by post's records such as contracts, leases, copies of purchase orders, and so forth. This is accomplished by comparing the payee's requests and statements with the various authorizing documents; with receipt, delivery, inspection or acceptance certificates; and with other pertinent available papers and records. LE Staff Certifying Officers are financially liable for any illegal payments that may be made as a result of errors.

The principal objectives of LE Staff Certifying Officers are to determine:

- (A) whether required authorizations for procurement and approvals for payment were obtained, i.e., that competent authority authorized action, that obligation has been established, that product/service has been delivered or performed.
- (B) whether payment is legal under U.S. appropriation law and other relevant U.S. laws and regulations.
- (C) whether the currency amount of payment, and name of payee are correct.
- (D) whether the payment will be a duplication.
- (E) whether quantities, prices, and totals are accurate.
- (F) whether all cash, trade, quantity, or other discounts have been taken, and if not, reasons are stated in document.
- (G) whether goods or services received were in accordance with the agreement as evidenced by receiving reports.
- (H) whether all applicable deductions were made and credited to the proper account in the correct amount.
- (I) whether appropriation or fund from which the payment will be made is available for that purpose.
- (J) whether proper forms of documentation were used.
- (K) whether special certificates, if required, were furnished, e.g., certificate of authenticity, certificate of guarantee or warranty, etc.
- (L) whether provisions of the Prompt Payment Act (if applicable) has been met including assessment of penalties or taking of discounts as appropriate.

RESEARCH & CUSTOMER NOTIFICATIONS– 10% OF TIME

Research financial regulations, policies, and procedures to ensure appropriateness of certification.

Send payment notifications via email regarding electronic funds transfers. Responds to questions about regulations and policies and payment status.

15. Qualifications Required For Effective Performancea. Education:

Accounting or Finance-Related Bachelor's Degree required.

b. Prior Work Experience:

5 years of service in financial management in U.S. Government or other relevant financial management experience required.

c. Post Entry Training:

PA215, Principles of Appropriation Law, and PA216, Vouchering and Certification. PA216 also has an accounting course prerequisite. PA291, How to be a Certifying Officer, is an alternative to PA216.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV English, Level IV Spanish.

e. Job Knowledge:

A comprehensive knowledge of Department of State, Treasury Department, General Accounting Office, Office of Management and Budget, General Services Administration, and associated agency financial regulations, policies, procedures, and standards. The job holder must also have a strong and in-depth understanding of the accounting, budgeting, procurement, disbursing and internal control systems as they relate to the certification function.

f. Skills and Abilities:

Standard yet extensive IT software skills are necessary. The job holder must have a superior understanding of invoicing in the Integrated Logistics Management System (ILMS), COAST, RFMS, and ILMS's Ariba system.

16. Position Elementsa. Supervision Received:

Reports directly to the LE Financial Specialist responsible for the Vouchering Section. The reviewer is the Financial Management Officer whose portfolio includes Vouchering.

b. Supervision Exercised:

N/A

c. Available Guidelines:

The Department of State Standardized Regulations, the FAM, the FAH, the Government Accountability Office "Red Book," and other agency regulations.

d. Exercise of Judgment:

Must exercise a high degree of good judgment in certifying vouchers to ensure compliance with applicable regulations. Will have a high degree of autonomy in communicating with various levels of mission employees and must exercise good judgment in advising direct supervisors of issues.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Will have contact with the Management Counselor, Consulate Management Officers, and Management staff throughout the mission, including, but not limited to: ten Class B Cashiers, subcashiers, Voucher Examiners, and other FMC employees. Will advise contacts of financial rules and regulations when improper vouchers are presented for certification.

g. Time Expected to Reach Full Performance Level:

6 months.