

13. BASIC FUNCTION OF POSITION

Maintains official accounting records for all of post's operating budget allotments, including, but not limited to Program, ICASS, Public Diplomacy, Diplomatic Security - LGP, Karzai Protective Detail, Refugee Programs, Representation, OBO, INL, Security Engineering Office, Afghan Reconstruction Group, Machine Readable Visas and Defense Attache Office.

14. MAJOR DUTIES AND RESPONSIBILITIES

See Attached

% OF TIME

MAJOR DUTIES AND RESPONSIBILITIES  
Accounting Technician/Budget Analyst

Position No. C53133

|  | <u>% of time</u> |
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| Reviews various commitment and obligation documents to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification. Establishes American and FSN payroll obligations for all post-held allotments by analyzing historical expenditures to estimate obligations needed for the next pay period. Monitors payroll expenditures and communicates necessary payroll adjustments to the Financial Service Center. | 25%              |
| Maintains and periodically reviews, reconciles, and balances official accounting records for all post-held allotments and prepares periodic and ad-hoc reports for each allotment/agency on at least a monthly basis. Analyze all allotments on a monthly basis and prepare journal vouchers when necessary.   | 20%              |
| Records all financial transactions from a wide variety of documents, such as purchase orders, work orders, vouchers, journal vouchers, transfers between appropriations/functions/objects, liquidation reports, and travel expense, after determining that each obligation is valid and that funds are available.  | 15%              |
| Periodically reviews Unprocessed Transactions (477 report) to determine proper action or correction needed to resolve.   | 10%              |
| Maintains an accounts receivable file of amounts due from employees to the U.S. Government and follows up on collection; answers queries from serviced agencies; maintains files of obligation documents and liquidations; and prepares recurring and special reports as required.   | 5%               |
| Analyzes fund cites from non-serviced agencies (DOD, Army, etc.) and accurately processes them.  | 5%               |
| Checks all Personnel Actions received from the Human Resources office to verify accuracy of fund cites..   | 5%               |
| Maintains records of receiving accounts, like auctions, to ensure charges are collected to the appropriate fund cite; drafts cables of auction results to Washington so that funds can be returned to post before the end of the fiscal year.  | 5%               |
| Acts a back up to the Budget Analyst and Sr. Voucher Examiner  | 5%               |