

13. **BASIC FUNCTION OF THE POSITION:**

Incumbent serves as the Foreign Service National Voucher Examiner in the Financial Management Office of Embassy Kabul. Incumbent assists the American Senior Financial Management Officer (FMO) and American Financial Management Officer/Human Resources Officer (FMO/HRO) in providing and overseeing a full range of vouchering services to the 22 invoiced agencies/offices under the International Cooperative Administrative Support Services (ICASS) procedures represented at Embassy Kabul. As a member of the Vouchering Unit, the incumbent reports directly to the Supervisory Voucher Examiner and in his absence, to the American FMO and FMO/HRO.

14. **MAJOR DUTIES AND RESPONSIBILITIES:**

Examining of all types of invoices, billings and vouchers concerning contracts, leases, transportation billings, utilities, representational claims, petty cash vouchers, ORE payments, grants and other payments to ensure an adequate and proper payment system and to record payments according to financial clauses to preclude duplicate and improper payments. Obtains signatures of receiving or approving officer as necessary and checks all computations on invoices for accuracy and propriety. After entering all the voucher information into LANSPFMs, reviews finished vouchers for completeness and accuracy of presentation, compliance with regulations, propriety and required certifications. In order to perform the duties effectively in this area, the incumbent is required to review and analyse different methods of payments and financial clauses and whether or not the penalty for exceeding the terms of the Prompt Payment Act must be made and proper justification for any disallowances on claims.

Incumbent processes a large number of vouchers, both complex and simple, in the section. Incumbent is responsible for ensuring that all vouchers are properly completed, certified by the FMO or FMO/HRO, and entered into LANSPFMs in the proper format to ensure prompt and accurate payment.

The incumbent is considered a contact person for payment actions, pending vouchers, and EFT payments. Incumbent must stay in constant contact with vendors and employees on status of payments. The incumbent tracks payments through the processing system between Embassy Kabul, BFSC, and the vendor including the vendor's bank. The incumbent initiates any action necessary to resolve problems with payments and ensures that all vouchers are properly tracked through the system and that aging vouchers receive adequate attention. Incumbent prepares annual statistics reports on the Prompt Payment Act payments and the number vouchers processed, and quarterly and annual statistics for the workload counts under the ICASS workload counts.

80% of Time

Incumbent maintains original files according to Records Management regulations and ensures that the Vouchering Unit is in compliance with ICASS performance standards. Performs other miscellaneous duties as assigned.

20% of Time