

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 Mexico City	2. Agency DOS/INL	3a. Position Number 312801 ANAU32		
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 checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) <u>ANA-U32</u> (Title) <u>Accountant Team Leader</u> (Series) <u>0430</u> (Grade) <u>10</u> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Updating position duties</u> .				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-YYYY)
a. Post Classification Authority WHA/EX/FRC	Accounting Technician, 410	FSN-9		1.12.18
b. Other				
c. Proposed by Initiating Office	Accountant/Financial Systems Lead			
6. Post Title of Position (if different from official title) ACCOUNTANT/FINANCIAL SYSTEM LEAD		7. Name of Employee		
8. Office/Section DOS/INL		a. First Subdivision Management		
b. Second Subdivision Accounting		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
Printed Name of Employee				
Signature of Employee		Date (mm-dd-yyyy)		
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. <i>[Signature]</i>		
13. Basic Function of Position Responsible for maintaining allotment accounting records in RFMS and related ledgers (e.g. Cuff records, Financial Module), for bulk obligations, obligations, subobligations, disbursements, advances, refunds, collections, and expenditure refunds. Enters fiscal data onto obligating documents, enters the transaction in the Cuff records/Financial Module, submits the documents to the Financial Management Officer (FMO) for funds control certification, and then enters the transaction into RFMS. Reviews/audits the RFMS - 60/62 (Status of Funds/Status of Obligations) reports on a monthly basis to ensure that accounts are maintained accurately and in accordance with established procedures. Carries out a daily reconciliation between RFMS and Cuff Records/Financial Module to further ensure accurate financial records. The incumbent enters the following transactions based on approved obligating documents into RFMS: bulk obligations, obligations, and sub-obligations. The incumbent processes Journal Vouchers and makes adjustments to these transactions in accordance with established procedures. (CONT')				

The incumbent also serves as the Financial Module Team Lead responsible for all aspects of this program's implementation and maintenance. Additionally the incumbent is responsible for special non-accounting reporting of projects and making recommendations for reprogramming and reclassification based upon them.

14. Major Duties and Responsibilities

- **Financial Systems Team Lead (60%)**

- In addition to standard INL Accounting duties described above, the incumbent serves as the Team Lead for new financial systems, such as the INL Financial Module, GFSC's Virtual Merge and Project Accounting ad-hoc reports as required by the Policy or Management leads.
- Ensures that Financial Module can produce the required information by being assigned as module administrator and coordinates all e-service requests to ensure the proper functioning of the system, or to accommodate new features in the programming of the system derived from changes in the business operation. Gathers information from users on suggested improvements, validates them for consistency with regulations and policy, and drafts Statements of Work and technical requirements including plans, schedules, site-specific considerations, work requirements, milestones, and operational activities for the corresponding upgrades with the INL IT Section. Serves as the Government Technical Monitor (GTM) on any outsourced work related to the Financial Module. Drafts instructions for Financial Module use and keeps them updated through upgrades.
- Briefs the Financial Module in English and Spanish to interested offices and serves as coordinator when other INL Sections request implementation of the Financial Module. Tracks VOs from the Virtual Merge and implementation issues for all new systems.

- **Special Reports (20%)**

- Formats, produces and maintains special non-accounting reports such as one to monitor the status of Government of Mexico approved Ventanilla Única requests and remaining funds by project code and fiscal year. Uses such reports to suggest needed reprogramming and reclassification. Performs other duties as assigned.

- **Allotment Accounting (10%)**

- Responsible for maintaining allotment accounting records in the Regional Financial Management System (RFMS) and the Financial Module and related ledgers, for bulk obligations, obligations, subobligations, disbursements, advances, refunds, collections, expenditure refunds and processing Journal Vouchers. Responsible for maintaining hard and electronic copies of all documentation for advice of allotments, obligations, collections, refunds, etc., in the allotment accounting files. Responsible for maintaining and follow up on accounts receivable.
- Performs in-depth analysis of budget availability for daily reconciliation between RFMS and Cuff Records/Financial Module to further ensure accurate financial records.
- Audits documentation received for fiscal data to ensure compliance with all applicable regulations. Enters fiscal data onto obligating documents using systems like Ariba/LMS E2 travel system, iTrack, and any others as required. Registers the transaction in the Cuff records/Financial Module, submits the documents to the Funds Control Officer for certification, and after the final approval enters the transaction into RFMS.
- Before entering a fund citation onto an obligating document, the accountant must ensure that the funds will be used within the budget limits and for the purpose intended in the advice of allotment and/or letter of agreement (LOA) and that the acquisition has been previously approved by the appropriate Direct Hire American.
- Produces and reviews/audits the RFMS 60/62 reports on a monthly basis to ensure that accounts are maintained accurately and in accordance with established procedures.
- Meets with Program Assistants and Managers on a monthly basis to review their status of funds. Reviews spend down plans and budget portion of strategy documents. Formally reviews Unliquidated Obligations (ULOs) on a quarterly basis. Reviews advance accounts and coordinates action with Travel to collect outstanding balances as needed.
- Provides support to Project Coordinators and their assistants on the reconciliation of their assigned budgets. Based on each funding source characteristics, provides feedback as to the proper mechanisms of implementation, and follows through the process acting as liaison among the different involved offices like Procurement, Grants, INL/RM, etc.
- Produces special financial activity reports requested by the Financial Specialist, INL Director, INL/RM and/or INL/WHP. Responds to requests for information from FSC Charleston to substantiate unliquidated obligations/subobligations or disbursements.
- Prepares Miscellaneous Obligating Documents for recurring expenses, submits to the Mission Financial Management Officer through the Supervisory Accountant for authorization/approval, and enters the obligations/subobligations into the financial management systems.
- Utilizes the different systems/tools developed locally or by INL headquarters to transfer information and coordinates funds certification with the FMO when applicable.
- Develops an in-depth knowledge of INL legal authorities, FAM, FAH, FAR, GPD, etc., with regard to funding. Maintains records of all grant payments in accordance with established procedures.

- **Data Entry into RFMS and Cuff Records/Financial Module (10%)**

- The incumbent registers commitments/reservations in the Cuff records/Finance Module, and enters the following transactions into RFMS based on approved obligating documents bulk obligations, obligations, and sub-obligations, journal vouchers, and processes corrections for rejected transactions. The incumbent makes adjustments to these transactions in accordance with established procedures. The incumbent reconciles and registers expenditure refunds, collections and other accounting transactions into RFMS and Cuff Records/Financial Module as required.

****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:**

Bachelor's degree in Accounting, Business or Public Administration, Economics, or Finance.

b. Prior Work Experience:

Two years of progressively responsible experience in financial management such as accounting allotment, voucher examining, bookkeeping. One year working with/for the USG is required.

c. Post Entry Training:

Training and passing the following courses as needed: Contract Officer Representative, Accounting I Course, Accounting II Course, Regional Financial Management System (RFMS/Momentum, and COAST); Financial Module and S@mepage; ILMS Ariba; Webpass; Travel Manager, and DoS Travel Regulations.

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

Spanish Level IV, English level IV.

e. Job Knowledge:

Substantive knowledge of DoS (Foreign Affairs Manual, Foreign Affairs Handbook, and Standardized Regulations) and INL (INL Financial Management Handbook, INL Program and Policy Guide, and INL Procurement Policies and Procedures Handbook) regulations, and Letters of Agreement between the USG and the Government of Mexico is required. Must interpret complex USG regulations and guidelines including special provisions unique to INL funds to facilitate the smooth handling of issues/problems and interface with other USG agencies.

f. Skills and Abilities:

Must be skilled in reading complex regulations and relating them to the issue at hand. Must possess skills in articulating complex issues orally and in writing. Must be skilled in using a computer to maintain financial data bases, as well as the use of Excel, Word, Prezi, and PowerPoint. Must have a basic understanding of computer systems such as Silverlight, Extract Transfer Load (ETL), SQL Server Integration Services & .NET technologies, and strong technology skills, including proficiency with Microsoft Office applications especially in Excel. Must be able to articulate accounting requirements for the automated accounting system known as the Financial Module to integrate data from various sources (COAST and RFMS) to store, visualize and provide user friendly access. Must have sound analytical skills to identify user needs to develop and improve the Financial Module. Must be able to provide technical and administrative support for Financial Module users. Attention to detail is essential. Ability to interact with other DOS sections and USG agencies of the Mission is necessary.

16. Position Elements**a. Supervision Received:**

Directly supervised by the INL Financial Specialist.

b. Supervision Exercised:

None.

c. Available Guidelines:

Guidance is provided in the FAM, FAH, Standardized Regulations, INL Policies and Procedures Handbook, INL Financial Management Handbook, INL Procurement Policies and Procedures Handbook and Embassy Mexico FMC Policies.

d. Exercise of Judgment:

The employee must use good judgment and integrity at all times. The employee is expected to determine if a requested expenditure falls within the scope of an Amended Letter of Agreement (ALOA), advice of allotment (AOA) and other governing regulations.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Coordinates activities with INL accountants, Voucher Examiners, Training Program Specialists, Procurement Agents, Project Advisors, and INL Budget Analysts and financial management personnel. Has frequent contact with employees in other USG agencies in the Mission, in Washington and other posts.

g. Time Expected to Reach Full Performance Level:

One year.