



## MICRONESIA/PALAU

### Statement of Work Cashier Plus

#### Basic Function of Position:

Under the general supervision of the Director of Management and Operations (DMO), the Peace Corps cashier performs the full range of a Principal "Class B" Cashier duties. Employee has full responsibility for the collection, disbursement, accountability, examination, safekeeping, replenishment, other processing of all Peace Corps cash payment transactions and management of Impress Fund of up to 50,000.00 USD. Cashier deals directly with the USDO/Bangkok, Peace Corps Washington and local banks.

Responsible to: the Director of Management and Operations and to PC/Washington

#### 1) **Cashiering:**

35%

- Performs principal "Class B" cashier functions in compliance with Peace Corps regulations. Makes disbursements to Peace Corps' trainees, volunteers, staff, and visitors to post, and vendors from the impress fund. Assures that the impress fund is properly maintained. Submits accurate documentation to Peace Corps Washington or other financial offices for fund replenishments on a timely basis; receives impress fund replenishment through EFT; and maintains accountable records of the replenishment of the impress fund.
- Verifies the correctness of all receipts prior to disbursement in accordance with 4 FAM and Peace Corps regulations.
- Performs daily cash count and informs DMO of any discrepancies.
- Prepares a weekly cashier replenishment voucher.
- Prepares a monthly Cashier's Reconciliation Statement 365 with back-up Form P/099. Maintains appropriate files for each line item on the reconciliation form.
- Periodically analyzes the turnover in the impress fund and initiates increases/decreases to the fund level as necessary.
- Is accountable by PC and USG regulations, for advances given to sub-cashiers and the alternate cashier.
- Prepares periodic financial reports for the post, USDO/Bangkok, and Peace Corps Washington.
- Maintains cashier files including: up-to-date 'Cashier Statement of Accountability' form, letters of designation for all sub-cashiers, samples of signatures of all authorized signatories, voided General Receipt (OF-158) forms, and other documents as required.
- Maintains up-to-date copies of and knowledge of USDO/Operations Manual, the Peace Corps Manual Section 760 concerning Impress Fund and OFMH section 4 concerning Cashiering.

- Follows necessary safekeeping measures for the fund and financial documents on-hand. Ensures that the safe's combination is known only to her/him and that it is on file with the Embassy RSO in a sealed envelope and changed yearly.
- Transacts withdrawals and deposits with the bank, as appropriate.
- Works with other staff in the preparation of multiple pay lists, especially for PST payments to trainees and host families.
- Maintains effective liaison with banking officials.
- Serves as **collections officer** for substantial amounts of money for transactions such as telephone calls, travel advance funds, sale of property and volunteer overpayments and charges. Provides a General Receipt for all collections and deposits funds into USDO account.
- Cancels checks and stops payments as necessary.
- Trains all sub cashiers and the alternate in the procedures to be followed when acting in that capacity, ensuring that each one has been given a copy of Peace Corps Manual Section governing Impress Fund and the OFMH governing cashier operations.
- Provides training to Trainees on the handling of banking and bank accounts.
- Recommends solutions to the DMO with regard to financial problems and the accounting control procedures.
- Drafts financial letters, memoranda, and cables for Country Director or DMO signatures.

### 3) Travel:

40%

- Works closely with the local travel agencies/airlines to find the best value for benefit to the US government.
- Arranges and prepares itineraries as per PC and US government regulations. Attention is given to route selection, accommodations and per diems.
- Prepare all TA's with best available cost factors included.
- Keeps resources and contact information up to date in order to respond to emergency travel needs quickly.
- Monitors all termination travel to insure timely filing of TV's by staff and volunteers.
- Serves as the travel voucher examiner to insures claims are allowable and counsels staff when claims are questionable.
- Works closely with P&T staff in the purchase of staff and Volunteer travel needs.
- Coordinates visas and country clearances for staff and Volunteers.
- Prepares and processes In Country Travel Interim Advances according to OFMH policy.

### 4) Other Duties:

25%

- Performs a variety of related clerical duties: Filing all vouchers and documentation, prepares and maintains accounting data, drafting correspondence, photocopies, answering phones, collates, files, etc.
- Assist FA maintain Personnel files for all PSC staff - recording time, attendance, & leave. Prepare and keep current PC-57 reports for all leave balances for all staff.
- Prepares, distributes, and collects timecards on a bi-weekly basis and provides PSC staff on a timely basis with weekly timecards and bi-weekly reports.
- Review SOP for PSC staff located on the SFTP site and ensures accuracy. Send an email to DMO with corrections or confirmation that it is correct.

- Assists DMO and FA to research and review information regarding possible office purchases. Requests bids/quotations for local purchases by telephone, correspondence or advertisement.
- Assists in updating and translating Peace Corps manuals (Staff Handbook, Volunteer Handbook, COS Handbook, ET, etc.) and Administrative unit presentations.
- Will provide secondary safety and security support to Volunteers and staff; will assist the Peace Corps staff to develop appropriate strategies and procedures to be in compliance with Peace Corps' safety and security regulations (MS 270); will assist with appropriate coordination, record keeping, reporting and training for all Volunteer safety and security matters.
- Will back up FA and assist with For Post entries, as needed.
- Will assist the DMO with post inventory: physical, data entry in Bar Tracks, records maintenance.
- Performs other duties as required.

### **5.) Safety and Security :**

Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

#### **Desired Qualifications:**

- a) Education: Minimum 2 years secondary education or comparable work experience.
- b) Prior Work Experience: Minimum 1 year work experience in same job or 2 years in similar position.
- c) Post Entry Training: Must pass Cashier Exam within 6 months.
- d) Language Proficiency: Level 4 English
- e) Knowledge: Must be knowledgeable in general cashiering and accounting practices. Must know how to work with computers and related software.
- f) Skills and Abilities: Must be skilled in accounting software applications, file organization, record keeping and research.

#### **Position Elements:**

- a) Supervision Received: Generally works independently following set procedures and regulations. DMO will perform periodic spot checks of all cashier activities to ensure accurate handling of transactions and compliance with PC/State Department procedures and regulations.
- b) Available Guidelines: Peace Corps Manual Section 760, RAMC Operations Manual and Peace Corps International Financial Operations Overseas Financial Handbook.
- c) Exercise of Judgment: Independently carries out routine duties within prescribed regulations and procedures. Independently evaluates appropriateness of vouchers for payment. Solely accountable for impress fund operations and will have criminal liability for it.
- d) Authority to Make Commitments: Minimal commitments made with direct authorization of APCD/Admin and/or Country Director
- e) Nature, Level, and Purpose of Contacts:  
External contacts:

- Local bank staff at lower and managerial level to facilitate bank deposits, cashing US dollar and local currency checks, and to assist Peace Corps volunteers in handling bank problems.
  - US Mission employees, especially Embassy Cashier and Administrative Officer to share information regarding cashiering and financial management.
  - Voucher examiners and their supervisors in Peace Corps' International Financial
- f) Operations (IFO) office to facilitate processing of vouchers and address problems.
- g) Internal contacts:
- Peace Corps staff in course of performing duties.
  - Peace Corps volunteers in course of performing duties.
- h) Supervision Exercised: Supervises sub-cashiers on year round basis, if applicable
- i) Time Required to Perform Full Range of Duties after entry into the Position: 6 months