

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2014-03

OPEN TO: All Interested Candidates/All Sources.

POSITION: Accountant / Alternate Cashier

OPENING DATE: February 6, 2014

CLOSING DATE: February 20, 2014

WORK HOURS: Full-time; 40 hours/week.

SALARY: * Ordinarily Resident (OR): CHF. 100,456 p. a (starting Salary)
(position grade: FSN-8). (Training level FSN-7: CHF. 89,679 p.a).

*USEFM & Not-Ordinarily Resident (NOR): \$45,185 USD p.a.
(Starting salary- to be determined by Washington) (Position
Grade: FP-6).

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Incumbent serves as a locally engaged staff (LES) budget analyst /Accountant in the Financial Management Office (FMO) at the U.S. Mission Geneva for Department of State serviced bureaus. The incumbent performs the budget formulation and execution and accounting functions and serves as backup to the other budget analyst/accountant. The incumbent assists customers with budget and accounting issues, and reports directly to the Financial Specialist and to the American Financial Management Officer.

MAJOR DUTIES AND RESPONSIBILITIES

- The incumbent is responsible for budget formulation and execution and accounting for Department of State serviced bureaus.
- The incumbent formulates the budgets and develops written narrative justifications, reviews the budgets with the Financial Specialist and American Financial Management Officer, makes adjustments as appropriate and works with the American Financial Management Officer to obtain office director approval prior to transmission to headquarters in Washington, D.C.
- The incumbent uses the Regional Financial Management System (RFMS) and software applications such as Excel to prepare weekly, monthly, and quarterly financial plans to compare the budget to the official financial records in RFMS. The incumbent briefs and advises the FMO and the office directors on the status of funds and spending trends. This requires in-depth financial analysis and much preparatory work. During periods of severe funding shortfalls the incumbent recommends where reductions could be made so that budgets reflect financial realities. Likewise, during times of funding surplus the incumbent suggests areas where excess funds could be used effectively.
- The incumbent uses RFMS to establish obligations for the accounts listed above and monitors obligations/liquidations against the budget and financial plans, and reprograms between expense categories as necessary. The incumbent follows price increases, bi-weekly salary and allowance changes, position lapses, and exchange rate fluctuations to determine their impact on the availability of funds.
- A major aspect of this position is reviewing un-liquidated obligations (ULO) on a daily basis. The incumbent is the responsible employee to provide ULO justification, in accordance with the Mission Geneva ULO validation standard operating procedure, for their serviced Department of State bureau accounts. The incumbent is responsible for providing timely justification by the established due date for reports requested by the Charleston Financial Service Center (CFSC) and ad hoc requests by the American Financial Management Officer. The incumbent maintains evidence of the review as required for auditing purposes by CFSC.
- After completion of GFS41 Basic Overseas Cashiering, the incumbent will be the alternate cashier to the Mission's principal Class B Cashier with accountability to be determined after course completion. The incumbent performs this duty during the absence of the principal cashier or during periods of heavy workload when more than one cashier is needed. The incumbent provides accommodation exchange services to American direct hire employees and their family members.

QUALIFICATIONS REQUIRED

All applicants **must address** each selection criterion detailed below with specific and comprehensive information supporting each item. If you do not address these qualifications in your application you will be considered “unqualified.” You may attach an additional narrative statement if needed.

1. Bachelor’s degree from university, college, or technical institution in Accounting or Finance. In lieu of an academic degree, minimum equivalent work experience in an accounting or finance office.
2. Level IV (fluent) speaking/reading/writing English and French required.
3. 3 years of progressively responsible budget or accounting related work within an Accounting or Finance Office are required. Work experience to include Accounts Payable, Accounts Receivable, Cash management, Account management, Forecasting, and/or budgeting experience during this time period.
4. Must be able to comprehend and apply complicated regulations and procedures; show attention to details, have the ability to critically analyze data and draw well-thought conclusions, and clearly articulate both orally and in writing. The incumbent must be able to explain financial matters, problems, etc. to agency heads and management who may not be familiar with the various financial regulations and budget process.
5. The incumbent must have the ability to explain clearly, convincingly, and tactfully the rationale behind budget recommendations. Intermediate proficiency in Excel and Word applications is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) for Locally Employed Staff or Family Member (DS-174) found or eForms (for current employees), by double clicking the icon below or by contacting HR for a copy;



UAE - WORD
Fillable.doc

OR,

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Insert Address: GenevaHR@state.gov.

POINT OF CONTACT

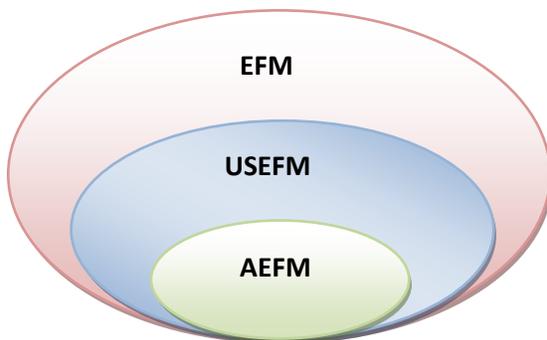
Name: Laurence Furstenberger
Telephone: 022 749 44 27

CLOSING DATE FOR THIS POSITION: February 20, 2014

The U.S. Mission in Geneva provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References