

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2015-18

OPEN TO: All Interested Candidates/All Sources.

POSITION: Payroll & Allowance Clerk, FSN-6, FP-8

OPENING DATE: May 27, 2015

CLOSING DATE: June 17, 2015

WORK HOURS: Full-time work, 40 hour per week

SALARY: * Ordinarily Resident (OR): CHF. 81,008 p. a (starting Salary)
(position grade: FSN-06).

*USEFM & Not-Ordinarily Resident (NOR): \$36,353 USD p.a.
(Starting salary- to be determined by Washington) (Position
Grade: FP-8).

The Financial Management Office is seeking an individual for the position of Payroll and Allowance Clerk.

BASIC FUNCTION OF POSITION

The incumbent serves as the payroll-allowances liaison assistant/voucher examiner in the Financial Management Office (FMO) at the U.S. Mission – Geneva. The incumbent performs the voucher examination and payment functions and serves as the backup to the other voucher examiners. The incumbent also performs the payroll and allowances function. The incumbent assists customers with payroll, living quarters, education, temporary quarters, and cost of living allowances issues. The incumbent is the liaison with the schools regarding tuition and other school expenses. The incumbent reports directly to the financial specialist and indirectly to the American FMO.

MAJOR DUTIES AND RESPONSIBILITIES:

Payroll & Allowances

The incumbent performs the payroll and allowances functions. Duties include the following:

- Briefs incoming and outgoing employees on payroll and allowance matters.
- Assists employees with completing changes in compensation such as allotments of pay, advance of pay, charge pay, tax deductions, etc.
- Prepares and sends cables or emails to the Charleston Financial Service Center on payroll and allowances matters and takes corrective action as necessary
- Processes temporary quarters' subsistence allowance claims for reimbursements.
- Processes education allowance claims for reimbursements.
- Processes employees' living quarters allowance (LQA) annual reconciliation.
- Processes initial requests and reconciliation of return of special quarters allowance.
- Coordinates with local schools on admissions, tuition and other school related matters.
- Prepares and submits annual living quarters and education allowance reports to Washington.

Vouchering

The incumbent performs the voucher examination and payment function primarily for Diplomatic Security, Overseas Building Operations, Conference on Disarmament, U.S. Trade Representative, Foreign Agricultural Service, Humanitarian Affairs, medical, and allowances (living quarters, education, temporary quarters, and cost of living) when vouchers are processed at post versus at the Post Support Unit.

The incumbent serves as the backup to two voucher examiners when there is a backlog of vouchers and during either of the voucher examiner's absence.

The incumbent correctly interprets and applies regulations and procedures governing the voucher examination and payment function.

The incumbent ensures that all vouchers are complete and correct for payment by verifying that the back-up documentation is attached prior to presentation to the certifying officer for signature. This requires attention to detail and careful review of all supporting documentation to ensure that amounts agree with invoice totals, proper signatures have been obtained, obligations have been established, and that payments meet all requirements for certification. In conducting the voucher examination function, the incumbent must determine if the payment is legal, appropriate, and in accordance with governing regulations and appropriation law.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree from university, college, or technical institution. In lieu of an academic degree, minimum equivalent work experience in an accounting or finance office.
2. Level IV fluency of written and spoken English is required. Level III (good working knowledge) French is required.
3. Two years of responsible experience in accounting, accounts payable/vouchering or other financial related area is required.
4. Sound professional knowledge of U.S. Government and Department of State regulations governing financial management as interpreted in the Foreign Affairs Manual, Standardized Regulations, General Accountability Office decisions, Joint Federal Regulations, bureau and post policies and directive and associated agency regulations. A thorough understanding of the accounting, budgeting, procurement, disbursing and internal control systems as they relate to the certification function. A thorough knowledge and understanding of appropriation law is required.
5. 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 have the ability to explain clearly, convincingly, and tactfully the rationale if certain payments are disallowed. Proficiency in Excel and Word Applications are required. The incumbent must be able to use office equipment such as a computer, copier, fax, and digital scanner

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.

6. The candidate must be able to obtain and hold a Public Trust clearance.

TO APPLY

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

1. Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the Application for Employment (*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

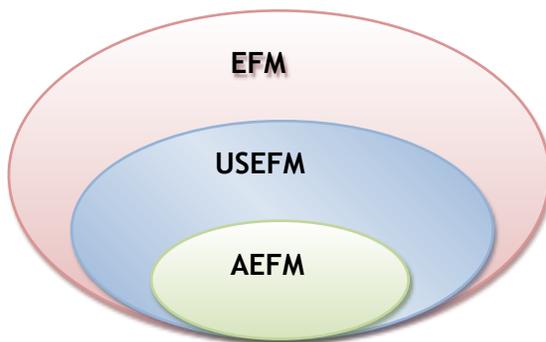
Name: Laurence Zulian
Telephone: 022 749 44 27

CLOSING DATE FOR THIS POSITION: June 17, 2015

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