



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy in Brussels

Announcement Number: Brussels-2019-31

Position Title: Designated Billing Officer

Opening Period: December 28, 2018 – January 13, 2019

Series/Grade: LE-401/5
FS-401/9

Salary: LE: EUR 2,632-EUR 3,478 gross/month
FS: USD 28,945-USD 50,503 gross/per annum. Actual FS salary determined by Washington D.C.

For More Info: JAS Human Resources Office, Tri-Missions, Brussels

Who May Apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification or Public Trust

Duration Appointment: LE: Definite Not to Exceed 1 year. Becomes indefinite after successful completion of one year
FS: Definite Not to Exceed 5 years. (FMA)
Definite Not to Exceed 1 year. (PSA)

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf) before you apply: <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Brussels is seeking eligible and qualified applicants for the position of **Designated Billing Officer**.

The work schedule for this position is: Full Time (LE: 38 hours per week, FS: 40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties:

A. Designated Billing Officer Functions

Jobholder initiates the tracking of vendor payments, reimbursement requests, and voucher payment requests within the Financial Management Center's (FMC) various voucher tracking systems.

Is the lead point of contact for all invoice submissions received by the Vouchering Unit and is responsible for resolving payment rejections and/or seeking clarification as necessary from internal and external customers. Solves invoicing issues directly with the vendor and makes sure that new invoices or credit notes are issued as necessary.

Reviews invoices/reimbursements submitted for completeness and determines whether the voucher can be routed to the Voucher Examiner for processing. Makes sure all supporting documents and approvals are available.

Maintains a log of all vouchers sent to PSU (Post Support Unit) and responds to any questions. Follows up with PSUs in Sofia, Manila, Bangkok, and Charleston to ensure payments have been made and certified vouchers have been received. Matches vouchers to supporting documents, completes distribution to respective agencies, and files them.

Handles official VAT claim issues/concerns and any follow-up queries and actions as they pertain to the Financial Management Center.

B. Vouchering Support

Provides general office administrative-type duties to the Vouchering Unit such as keeping office files and records orderly and in accordance with Department of State record retention policies. Handles general inquiries for the Vouchering Unit by phone or email as necessary. Serves as back-up timekeeper for the section.

Maintains the Accounts Receivable Database based on information received from different sections and follows up on all receivables, such as language training, outstanding travel advances, parking, personal telephone bills, medical claims, etc, in order to ensure collections are received in a timely basis. Sends regular reminders to customers to collect the debt. Reports to the Financial Management Officer (FMO) on the status of the A/R, consolidates A/R documentation (cases) for review, and recommends receivables that should be written off.

C. Other Duties

Performs special projects or duties as required by the FMO and/or the Supervisory Voucher Examiner.

Qualifications and Evaluations

Education: Completion of Secondary/High School.

Requirements:

EXPERIENCE: Minimum one year of work in a financial or administrative function.

JOB KNOWLEDGE: Must be able to quickly obtain a thorough knowledge of the Department of State's Foreign Affairs Manuals and Standardized Regulations, post policies, and Standard Operating Procedures, etc.

Evaluations:

LANGUAGE: Speaking/Reading/Writing: level 4 in English, and level 4 in French or Dutch is required.

SKILLS AND ABILITIES: Must be proficient in office applications such as MS Outlook, Excel, PowerPoint, etc. Must quickly learn to understand and operate the Department of State's computer-based applications. Ability to communicate orally and in writing with external (contractors) and internal customers. Good interpersonal skills.

Qualifications: All applicants under consideration will be required to pass medical and security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

Benefits: Locally Employed Staff, including Members of Household (MOHs), working at the U.S. Mission in Brussels receive a compensation package that includes benefits such as hospitalization insurance, life insurance, and extra-legal pension.

For EFM's, benefits should be discussed with the Human Resources Office.

The pay plan is assigned at the same time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM

(3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification or Public Trust clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on the Mission’s internet site.

To apply for this position, applicants should electronically submit the documents listed below.

To apply for this position click the “Apply Now” button at the Mission’s internet site: <https://be.usembassy.gov/embassy/jobs/>.

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Copy of Orders/Assignment Notification (or equivalent) (for AEFM/USEFM)
- Residency and/or Work Permit (for non-EU citizen local residents)
- Passport copy
- DD-214 - Member Copy 4, Letter from Veterans’ Affairs, or other supporting documentation (if applicable)
- SF-50 (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Brussels.