



# VACANCY ANNOUNCEMENT

FY17-70

*Issued by the JAS Human Resources Office - Tri-Missions, Brussels*

The Financial Management Office of the U.S. Embassy in Brussels is seeking eligible and qualified applicants for the position of

## FINANCIAL PROCESS ANALYST

- Open to:** All Interested Candidates / All Sources  
[Click here to see the list of definitions](#)
- Position:** Financial Process Analyst, FSN-7/FP-07
- Opening Date:** September 29, 2017
- Closing Date:** October 15, 2017
- Work Hours:** Full-time
- Salary Range:** Ordinarily resident (OR): FSN-7 - EURO 3,020 – 3,990 gross/month  
Not-Ordinarily resident (NOR): FP-07\* - USD 35,718 – 61,926 gross/p.a.  
\*Final grade/step for NORs will be determined by Washington

**NOTE : ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### MAIN DUTIES AND RESPONSIBILITIES

#### A. Financial Process Analyst Functions

Jobholder determines the present state of processes within the Financial Management Center (FMC), eliciting requirements within FMC. Liaises with staff and other administrative sections/agencies on impacts of process changes on workflow and workload.

Evaluates and information gathered from multiple sources, reconciles conflicts and proactively communicates and collaborates with internal staff to analyze information needs and functional requirements.

Updates Standard Operating Procedures to document the different models of processes.

Identifies process flow issues and recommends solutions that could result in speeding up the process and reduce the workloads.

Facilitates the testing, user acceptance, and oversees rollout of the solutions.

#### B. Vouchering Functions

Jobholder works in the Vouchering Examining Branch of the Brussels FMC office and reviews/examines vouchers and invoices of the following types: rents for leased properties, utilities, common charges, educational allowances.

Analyses Department of State's Rental Property Application Program records, corrects system errors and maintains an accurate database on all leased properties.

Examines and audits rent indexations, electricity, gas, water, fuel oil, cable tv, garbage collection, and common charges on Government leased apartments to ensure conformity with terms of lease and owned residences/apartments.

Keeps electronic records of utility costs.

Briefs newly arrived staff on all required paperwork regarding educational allowances. Examines paperwork and processes claims.

Prepares voucher payments and forwards to certifying officer for signature.

### C. Cashiering Functions

Acts as Class B Cashier serving the U.S. Embassy and the U.S. Mission to NATO.

In this capacity, the jobholder performs following duties:

- Provides accommodation exchange and reverse accommodation exchange services to authorized staff from U.S. Dollars to Euros and reverse in accordance with appropriate rules, regulations, and administrative instructions. Provides accommodation exchange at hotel control room, airport or other authorized location during various NATO Ministerials, visits by Congressional/Staff delegations, and other large VIP visits in Brussels.
- Receives and accounts for official collections such as refunds from vendors, insurance refunds for hospitalizations for employees, travel advance repayments, etc. Issues collection receipt and maintains records for audit purposes.
- Makes payments in cash in Euros and dollars to vendors/employees for petty cash purchases.
- Performs reconciliations to ensure accountability is in balance.
- Maintains all records and files related to cashier's accountability.
- Enters all transactions into an automated Cashiering System.
- Anticipates cash requirements in order to ensure adequate cash is available at all times. Requests replenishments in a timely manner.

### D. Other Duties

Performs special projects or duties as requested.

## **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

**1. Education and experience:** Secondary school diploma with at least 2 years of college or technical school study in the field of business and minimum two years of progressively responsible work experience in finance or administrative functions.

**OR**

Secondary school diploma and at least four years of progressively responsible work experience in finance or administrative functions.

**2. Language Requirements:** Speaking, reading, and writing: level IV (fluency) in English and Dutch or in English and French.

**3. Job Knowledge:** Must be able to quickly become knowledgeable of State Department regulations and computer-based systems, as they relate to the position duties and responsibilities. Must have a good understanding of the operational environment, financial practices, and banking laws in Belgium.

**4. Skills and Abilities:** Must be proficient in Microsoft Office applications (Outlook, Excel, Word, PowerPoint). Must be able to quickly learn and operate the Department's computer-based systems and programs. Must have excellent skills in conducting analytical studies and systematic approaches to problem solving.

## **SELECTION PROCESS**

When qualified, 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) U.S. Citizen Eligible Family Member (AEFM) who is also a preference-eligible U.S. Veteran
- (2) U.S. Citizen Eligible Family Member (AEFM)
- (3) Foreign Service Officer on Leave Without Pay

### **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a **Sensitive but Unclassified (SBU)** security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOH must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

### **HOW TO APPLY:**

Applicants must submit the following documents to be considered:

#### **PREFERRED OPTION:**

Form DS-174 – Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member - can be downloaded from the website; **or**

#### **TO BE USED ONLY IF FORM DS-174 IS NOT ACCESSIBLE**

A current resume or curriculum vitae (CV) with the dates of employment (month/year of start and end dates), work schedule (including average hours per week for part-time or intermittent work), and detailed descriptions of duties, responsibilities, and accomplishments for each prior position; or 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; **or**

A combination of both; i.e. Sections 1 -24 of the Form DS-174 along with a current resume or CV;

### **PLEASE BE AWARE THAT YOU MAY BE ASKED TO COMPLETE THE DS-174 AT ANY STAGE DURING THE HIRING PROCESS.**

### **PLUS**

Eligible family member candidates who claim US Veterans preference must submit written documentation confirming eligibility (e.g. Member Copy 4 of form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMPEP).

Family members may apply for vacant positions 90 days prior to their arrival at post (counting from the closing date of the vacancy) provided that they are in possession of travel orders. A copy of the travel orders must be included in the application package.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above must be included in the application package.

**WHERE TO APPLY:**

<https://be.usembassy.gov/embassy/jobs>

**CLOSING DATE OF THIS POSITION: OCTOBER 15, 2017**

The three U.S. Missions in Belgium provide 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 (EEO) 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.