



VACANCY ANNOUNCEMENT

U.S. Mission U.S. Embassy to Luxembourg

Announcement Number: Luxembourg-2019-02

Position Title: Voucher Examiner

Opening Period: December 20, 2018 – January 13, 2019

Series/Grade: LE-0402/6
FS-0402/8

Salary: LE: EUR 3,906 – 6,132 gross/month
FS: USD 32,378-USD 56,492 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: This is a replacement contract with a maximum duration of two years. The contract automatically ends after two years or when permanent employee returns to work, whichever comes first.
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 Luxembourg is seeking eligible and qualified applicants for the position of Voucher Examiner.

The work schedule for this position is: Full Time (LE: 40 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: The primary responsibility of the position is the preparation of payment vouchers for vendor payments. The position is responsible for receiving and logging all Embassy invoices as they arrive and notifying and coordination action approvals to effect payment in compliance with the Prompt Payment Act. The incumbent assembles and reviews voucher packages for completion and compliance with Department regulations before submitting them to the Post Support Unit (PSU) or for local processing. In cooperation with ordering sections and contracting officer representatives, the incumbent compares invoices against applicable contracts, purchase orders or other relevant obligating documents to ascertain whether all terms and conditions have been met and verifies that the invoice is valid for payment. The incumbent communicates with vendors regarding invoices that are inaccurate, redundant, unpaid, or otherwise problematic. Maintains a log in the FMC section database of all vouchers sent to PSU and responds to any questions PSU has regarding invoices, vendor codes, approvals, obligating documents, receiving reports, funding availability and vouchers. The position shares responsibility for the maintenance of financial databases including RFMS, MS Excel, COAST, Ariba, and ILMS and produces a variety of financial reports including undisbursed voucher reports. Prepares VAT exemption forms for official and personal requests, maintains the log of VAT submissions, communicates with the Ministry of Foreign Affairs regarding any problems, and gives guidance on regulations and procedures to Embassy staff.

Qualifications and Evaluations

Education: Completion of two years of post-secondary education in accounting or administration.

Requirements:

EXPERIENCE: Two year of work experience in accounting, vouchering, or another disbursing function.

JOB KNOWLEDGE: Must have the ability to quickly become knowledgeable of applicable Foreign Affairs Manuals and Handbooks, Standardized Regulations, RFMS & COAST Manuals, Cashier User's guide, ILMS and Ariba.

Evaluations:

LANGUAGE: Level IV English is required.

SKILLS AND ABILITIES: Must be proficient in Microsoft Office applications and able to learn the Financial Management software, e.g. ILMS, COAST. Must be able to communicate orally and in writing with external and internal contacts, including the Ambassador.

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 Luxembourg receive a compensation package that includes benefits such as a parking allowance and a 13th month bonus.

For Eligible Family Members (EFMs), 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 or ID copy
- Driver's License
- 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 Luxembourg.