

Cashier

Basic Function of Position

As the Alternate Class B Cashier in a post with highly complex cashiering operation, the position manages the full range of cashier activities including the receipt, collection, disbursement, accountability, examination, safekeeping, replenishment and other processing of cash items or cash transactions for the Embassy and the Consulates, including their visitors, staff and eligible family members. Incumbent is responsible for an operating cash advance of \$230,000 which is the largest in the Mission, the keeping and maintenance of detailed records, preparation, data entry and transmission of cashier documents to CFSC Charleston.

MAJOR DUTIES AND RESPONSIBILITIES: 70%

- Pre-certification and review of cashier batches generated at the Embassy.
- Analysis of cash used at the Embassy – including breakdowns by vendor, payment type, and monthly turnover of cash.
- Drafting recommendations on how to reduce the amount of cash that is being used at the Embassy.
- Supporting the Embassy's primary bank contact in ongoing projects and issues with the Embassy account and the cashier bank account.
- Assists supervisors in drafting Management Notices and Standard Operating Procedures at the Embassy level, which provide guidance to the Mission on cashier usage at the Embassy.

ALTERNATE CASHIER DUTIES 15%

The incumbent of this position is a full-time Class B Cashier of a highly complex cashiering operation, who provides the full range of cashier services to all agencies at Embassy Brasilia with an authorized advance of US Dollars \$230,000, responsible for:

- Collecting funds from sub-cashiers, vendors, employees, government agencies and individuals indebted to the US Government and preparing general receipts (OF-158) for all collections made.
- Making disbursements based on the receipt of certified vouchers and petty cash receipts from employees or other sub-cashiers.
- Making cash and Electronic (office banking) payments based on certified vouchers and sub-vouchers.
- Processing all collections from employees, persons, or institutions owing money to the US Government.
- Advancing funds to alternate Class B Cashiers and Sub-cashiers, ensuring that regular sub-cashier verifications are performed.
- Ensuring that restitution action for uncollectible items (bounced checks) takes place immediately after notification by FSC Charleston.

- Requesting replenishment of funds as necessary to ensure that adequate cash is available to meet post's requirements and special needs during VIP visits.
- Provides accommodation/reverse accommodation exchanges and cashier services for specifically authorized government employees, VIP visitors, Congressional and Staff delegations, emergency evacuees, annual conference and training workshop attendees.
- Performing cashier support for Codel or Staffdel visits, reconciling cashier accountability on a regular basis, reporting Codel & Staffdel expenses via cable and ensuring sufficient funds are available to perform the necessary cashier functions.
- Entering cashier vouchering/collection data into WINACS and submitting documents for daily processing.
- Reconciling accountability on a daily basis to ensure that discrepancies are detected and corrected immediately and are reported to the FMO. This includes submission of monthly cash verifications (performed by the supervisor) to FSC Charleston.
- Performing other cashier duties as outlined in section 390 of 4 FAM and the Cashier User Guide (CUG)

ADMINISTRATIVE ACTIVITIES 15%

- Performing daily downloads of COAST reports for the cashier
- Maintaining and updating COAST database daily.
- Maintaining contacts with local bank (Citibank) monitoring daily flow of cash and advising bank on cash requirements, particularly during up-coming visits.
- Replying to various inquiries from inside and outside the Embassy, on purchase of foreign currencies, check handling and cash problems, etc.
- Preparing cables, letters, e-mails on cashiering-related issues.
- Training sub-cashiers and meeting with the alternate Class B Cashier each week.

Note: “This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.”