Position Description: Voucher Examiner

- **Basic Function of Position:**
  Responsibilities include, but are not limited to, reviewing and examining a full range of standard to difficult and complex vouchers involving the purchase of goods and services, building and maintenance contract, housing leases, utilities and other miscellaneous expenses. Voucher Examiner is also providing customer service support and technical support and, s/he maintains up to date records of processed payment vouchers, keeps track of payment information.

- **Major Duties and Responsibilities:**
  - **Voucher Examining and processing for payment:**
    Examines a variety of distinctly different vouchers and prepare for certification and payment ensuring, the voucher is for a valid obligation, information on the voucher and supporting documents is proper and correct, all adjustments have been made to the vouched amount, payment is not duplicated required administrative authorizations for procurement and approvals for payment were obtained, payment is permitted by law and in accordance with the terms of the applicable agreement, the obligation form which the payment will be made has an adequate unexpected balance to cover the payment, proper forms of documentation are used special certificates, if required, are furnished the amount of the payment and the name of the payment are correct, the goods received or the services performed, that are being billed for, are in accordance with the obligating document, the quantities, prices, and amounts on the voucher are accurate and agree with the ordering document, all cash, trade, quantity, or other cost-effective discounts are taken and, if not whether the reason is shown on the appropriate document, all applicable deductions are made and credited to the proper account in the correct amount).
    - Ensure that all payments are prepared in line with USG regulations, post policies and related cables.
    - Verifies strip codes and prepares vouchers for payments according to the allocated portfolio, using systems or manual processing.
    - Complete e-filing process of payments as required.
    - Responsible for ensuring completeness and accuracy for all vouchers and payments.
    - Liaises with PSU and is responsible for identifying payments that can be moved to PSU as needed.
    - Resolves any data transmission errors and answers questions regarding status of payments.
  
  - **Maintains FMO records and provide administration support:**
    - Accurate and timely filling including e-filing and retires documentation in accordance with the department of state records management system.
    - Receive and record vendor invoices
    - Maintain payment summary data base
    - Prepare invoices/Bills of collections for receivables, follow-up and complete the records
    - Write/update draft Standard Operating Procedures for allocated work area.
    - Provide office management support services for FMO - Request for stationery supplies and capital items for FMO. Checking on repairs/service needs in commonly used office equipment
    - Provide time keeping service for Financial Management Office
  
  - **Handle EPF and ETF payments:** Make timely statutory payment as required by the local government. Complete variety of employee claim forms on behalf of the employer.
  
  - **Serve as the backup class B cashier and take the full cashier responsibility two to three times quarterly**
  
  - **Other duties as assigned by the supervisor**