

ATTACHMENT I – STATEMENT OF WORK



POSITION: CASHIER (PRINCIPAL CLASS B)

REPORTS TO: DIRECTOR OF MANAGEMENT & OPERATIONS (DMO)

SUPERVISES: N/A

WORK WEEK: STANDARD 40 HOUR, 5 DAY WORK WEEK (IN EMERGENCIES OR ON OCCASIONS MAY BE ASKED TO WORK IN ADDITION TO OR OUTSIDE STANDARD WORKING HOURS)

DUTY STATION: PEACE CORPS OFFICE, BANGKOK (DUSIT DISTRICT) (DOMESTIC AND INTERNATIONAL TRAVEL AS REQUIRED)

Position Summary:

Under the supervision of the Director of Management and Operations (DMO), the employee serves as the principal Class B Cashier for Peace Corps Thailand and performs a variety of cashiering and financial management functions. The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of Post's Imprest fund. The Cashier deals directly with the US Disbursing Office (Financial Services Center), Peace Corps/Washington staff (including the Cashier Liaison and the staff of the Financial Management Office), local banks, vendors, Peace Corps/Thailand staff, Pre-Service Training (PST) contractors, and Volunteers. The Cashier makes payments to vendors, staff, and Volunteers via cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded. The Cashier is also responsible for a variety of additional financial and administrative tasks as assigned by the DMO. Peace Corps Thailand has diversified funding that includes Peace Corps appropriated funds, host country contributions, reimbursable funds from other agencies, and private sector donations. The Cashier is responsible for making payments from the imprest fund, preparing housing reimbursement vouchers, and monthly allowances for Volunteers.

Note: Before the staff member is granted a permanent designation as a cashier, the staff member must complete an FSC sponsored course and pass an examination required by RM. A temporary designation not to exceed 180 days may be granted by the servicing USDO to allow the cashier to complete the course and pass the examination.

Major Duties and Responsibilities: Responsibilities include, but are not limited to the following:

Imprest Fund Management

After receiving Cashier Designation, the Cashier is personally accountable for funds in local currency and USD; the amount is adjusted as necessary. In compliance with the U.S. Treasury and Peace Corps regulations, ensures that the Imprest fund and other negotiable instruments are properly maintained and safeguarded. The Cashier ensures proper payments, advances, collections, replenishments, and reconciliation of fund amounts.

- Makes properly authorized cash payments to commercial vendors, contractors, staff, and Volunteers. Verifies all vouchers for correct computations, and completeness prior to submission to DMO for approval of payment. Ensures that all payments are made from the Cashier's window, except for periodic pre-approved travel to a training site for the purposes of reimbursements.
- Provides interim advances for the purchases of supplies to Peace Corps staff when authorized by the DMO or Country Director (CD). Advances must be cleared within 3 business days. Reports to the DMO weekly on the status of outstanding advances.
- Monitors and anticipates cash flow expenditures to maintain sufficient cash for Peace Corps operations while remaining below authorized accountability levels. Prepares semi-annual reports for Peace Corps/ Washington.
- Prepares weekly replenishment requests (unless expecting collections that will raise imprest balance over authorized accountability).
- Serves as the primary point of contact with local bank officials on matters pertaining to Peace Corps/Thailand banking operations. Contacts the bank on a regular basis to inquire on replenishment (in particular, during PST) and withdraws funds from the imprest bank account immediately upon being notified of replenishment funds to maintain enough cash to manage operations while minimizing the actual cash kept on hand.
- Ensures the USD pass-through account has a zero balance at any given time and submits the monthly bank statement to FSC Bangkok and Peace Corps/Washington.
- Performs the analysis and submits requests for temporary increases to imprest level during PST and periodically as needed.
- Prepares and maintains accountability for advances to alternate cashiers when such advances are properly authorized.
- Runs Post's sub-cashier program, providing guidance and oversight of all sub-cashiers.
- Collects funds due on bills of collection, travel advance reimbursement, and proceeds of sale; retains or deposits collected funds, as appropriate. Maintains all collections records and documents. Prepares weekly replenishment requests and submits requests with supporting documentation to the OGAP (Peace Corps/Washington).
- Balances imprest fund on a daily basis, and reconciles imprest fund with ACDC reports immediately upon arrival each Monday.

Finance and Accounting

- Coordinates with DMO, Financial Manager, and AA on all issues related to Peace Corps/Thailand finances.
- Enters all cash transactions into ForPost on a real-time basis, coding all payments and collections according to policy in the Peace Corps Manual and the Overseas Financial Management Handbook.
- Maintains all records of and ensures the safekeeping of all accountable forms, including collections forms, cashier reimbursement vouchers and/or accountability report forms, and deposit slips.
- Maintains accurate and current files of sub-vouchers, cashier replenishment requests, reconciliation and verification documents, FSC Bangkok reports, and all other relevant cashier documents. Prepares reports as required, meeting timelines as set down by DMO, IFO, FSC Bangkok, Peace Corps/Thailand, and/or Peace Corps/Washington.
- Serves as the Collection Officer, and monitors the Outstanding Collections Report on a weekly basis.
- Monitors the Outstanding Travel Advances Report on a weekly basis.
- Recommends possible solutions to the DMO about financial issues or the establishment of suitable control procedures.

- Tracks exchange rates.
- Post records management representative and file plan POC for the Admin team.

Volunteer Support

- Serves as the primary coordinator for all Volunteer allowances (walkaround allowance, living allowance, housing allowance, etc.) through the bi-monthly VICA payments and Volunteer housing contracts and monthly payments.
- Liaises directly with Thailand International Cooperation Agency (TICA) as it relates to host country contribution to Peace Corps programs and Volunteer support, including reconciling monthly Volunteer housing payments.
- Facilitates the opening of bank accounts and issuance of debit cards for Volunteers and serves as the point of contact for all bank related issues. Will at times support Volunteers with bank account related issues throughout their service.
- Leads sessions and gives presentations during Peace Corps Volunteer trainings, including In-Service Training (IST), PST, and Close of Service (COS) Conferences.
- Provides training and information guidance to Volunteers, Trainees, and staff members on submission of proper receipts and vouchers and other cashing issues.
- Performs annual analysis of living allowance and settling-in allowance
- Performs official travel as required to ensure that all Volunteer payment systems are functioning well.
- Admin team liaison for all Volunteer grants, both HCC grants provided by TICA and externally funded grants

Safety and Security

Every Peace Corps Thailand staff member has duties and responsibilities directly and/or indirectly associated with Safety and Security. The duties and responsibilities of the Cashier, include, but are not limited to, the following:

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Assists the Country Director, DMO, Financial Manager, and General Services unit in fulfilling assigned EAP duties
- Is available for duty on a 24-hour basis, in order to respond to emergencies involving volunteers and staff. Will be expected to work additional hours as needed, including holidays and weekends, to coordinate and assist with management support for the Peace Corps in extraordinary events and official functions.
- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

Inherently Governmental Functions

May be designated as a principal or alternate cashier after consultation with OCFO/GAP, pending final approval by FSC Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the DMO, proper disbursing and collecting of funds, proper accounting for

funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. (See MS 760 and OFMH 13).

COVID-19

Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during the COVID-19 pandemic, as determined by the Peace Corps Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

TDY

The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however, the duties may be subject to change as determined by the Contracting Officer.

MSICC

Coordinates with health unit and APC as the Medical Supply Inventory Control Clerk (MSICC) to maintain the Medical Inventory Control Log for all medical supplies that are specially designated or controlled substances purchased, received, and stocked at post. Participates in the quarterly medical inventory count to ensure proper management of Volunteer medications.

Other Duties as Assigned: May perform other duties as assigned by the Country Director or Director of Management and Operations (DMO) as needs require.

Required Qualifications:

- Education: Bachelor’s degree in related field (i.e., Business Administration, Financial Management, Accounting, Auditing)
- Work Experience: Three years of related work experience as a cashier or in a similar position
- Language: Thai Fluency, Proficient in English (speaking, reading, writing)
- Must have the ability to organize and prioritize a large and diverse workload.
- Must have strong Microsoft Office skills, including Word, Excel, Outlook, and Powerpoint.
- Must exhibit good judgment, courtesy, tact and the proper protocol when interacting with Volunteers, staff, vendors, visitors, and other members of the public.
- Solid coordination and organizational skills
- Excellent cross-cultural communication skills

- Capacity to relate to people from a diverse range of social and cultural backgrounds
- Commitment to diversity, equity, and inclusivity in the workplace
- Flexible, motivated, and self-directed

Preferred Qualifications:

- Education: Masters degree in related field (i.e., MBA, MPA)
- Work Experience: Five years experience as a cashier or in a similar position (i.e., accountant)
- Experience with US Government financial systems or Thai banks
- Prior experience working with international organizations
- Prior experience working with racially, ethnically, socioeconomically diverse background, and/or living abroad

Other Information, including Benefits:

- Expected Start Date: After successful US Embassy background check and reference check
- Insurance: Group Health Insurance, Life Insurance, and Workmen Compensation
- Bonus: Eligible for 13th month bonus
- Paid Holidays: Approximately 20 paid holidays/year
- Annual Leave: 11 annual leave (paid personal vacation) days/year to start
- Salary: Salary is negotiable within pre-determined range, based on salary history
- Travel Allowance: Receives money for meals and incidentals when traveling outside of Bangkok
- Training: Staff development funds and training opportunities as available

Application Period: **December 27, 2022 – January 27, 2023**

To apply: Submit a complete resume to ThailandJobs@peacecorps.gov during the application period listed above.

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Peace Corps may consider international applicants, but reserves the right to prioritize host country national candidates.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old),

disability, or genetic information.