



STATEMENT OF WORK

Cashier

Position Summary: Working under the direct supervision of the Director of Management & Operations (DMO), the Cashier performs full range of "Class B" Cashier duties. The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of the post Imprest Fund. Cashier deals directly with Charleston FMC, Peace Corps IFO and local banks.

MAJOR DUTIES AND RESPONSIBILITIES

Principle Class B Cashier (50%)

- Will be designated as post's principal Class B cashier after consultation with OCFO/GAP, pending final approval by FSC Charleston. 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.
- Ensures that the imprest fund and other negotiable instruments, i.e. interim receipts, official receipts and documents are properly maintained and safeguarded to support official transactions and payments.
- Balances the imprest fund on a daily basis including reconciliation of the FMC reports; and respond to announced and unannounced cash counts.
- Replenishes the imprest fund at least once a week by the preparation and submission of a replenishment report, with supporting documentation to Peace Corps IFO & Charleston FMC.
- Prepares and maintains accountability for advances to alternate cashier when such advances are properly authorized by the Country Director (CD). Reports to the DMO weekly on the status of outstanding advances. Provides interim advances for purchases of supplies to Peace Corps staff when authorized by the DMO or CD.
- Based on Bills of Collections, takes collections for debts and reimbursements. Issues general receipts and deposits funds into USDO account. All transactions are entered into the accounting system and documentation sent to IFO.
- Prepare and submit to IFO PC234 and DS 1694 along with deposit slip and other supporting documents for replenishment to Imprest Fund at least once a week.
- Meets Regional, FMC, Embassy and Peace Corps deadlines for reporting.
- Preparation of Imprest Fund Analysis to determine level of imprest for post.
- Provide Accommodation Exchange for all Peace Corps Direct Hire Staff, US PSCs on contract with Peace Corps and PCVs/PCTs.
- Prepares and submits Cash Reconciliations to Cashier Monitors at Sate and PC/HQ in a timely fashion.

Administrative and Procurement (25%)

- Vendors and Contractors: Receives from FMC, record receipts and releases commercial vendor checks. Make cash payments to commercial vendors when properly authorized. Answers vendors'

inquires as to the status of payments due. Gives particular care to the utilities, telecommunications and petrol payments in recognition of the essential role of the services to on-going operations. Reconciles local vendor accounts and resolves discrepancies. Screens all vouchers for correct computation and completeness prior to submission to the DMO and/or Country Director for signatures.

- Dispense salary for PSC staff and all other contract positions.
- Enter Volunteer living allowance and reimbursements into VICA either bi-weekly or monthly.
- Prepare submit VAT refund claims quarterly.
- Vendor payment via credit card:
 - Backup Cardholder for the Travel and Purchase Cards.
 - Work with Travel Agent as assigned for Domestic and International travel.
 - Make online purchases for tickets when not purchased locally and office supplies, etc.
 - Maintain a log of all approved purchases, receipts/invoices, reconciliations, obligating documents.
 - Make reservations and purchase tickets for both domestic and international travel for Peace Corps staff and volunteers.
 - Prepare travel authorizations and obligations for these travels.
- Responsible for reconciling and reallocating monthly Purchase and Travel card statement of accounts to ensure transactions are accurate and funded appropriately. The monthly statements of accounts are provided electronically through the Electronic Card Management System.
- Reconcile statements against receipts and all other documentation retained from each transaction, enter fiscal coding and submit signed statement to the DMO
- Maintain and safe guard all documents relating to credit card transactions.
- Prepare liquidations and obligations during foreseen absences of Admin Assistant.
- Recommend to the DMO the solution of financial issues or the establishment of suitable accounting control procedures.

Volunteer Support (20%)

- Makes cash payments or directly deposits into bank accounts, payments to Peace Corps volunteers for settling in allowances, living allowances, in-country travel allowances, leave allowances, medical and other reimbursements as authorized by the appropriate Peace Corps staff members and enabled by current post policy.
- Distribute allowances using the local Post Office to PCVs with no Bank account.
- Receives, records and releases according to established schedules, PCV living allowance checks, cash-in-lieu-of-airfare checks, readjustment checks, travel allowance checks originating from Peace Corps and special grant checks originating from one of two Peace Corps funding sources. Maintains first line of responsibility for the Volunteer allowance payment system, which includes making trainee and Volunteer payments and reimbursements, travels to training sites and provides walk-around allowance and reimbursements to trainees.
- Serves as the first point of contact with the local bank officials on matters pertaining to Peace Corps operations, and assists volunteers throughout the country with establishing bank accounts and assisting banks with the understanding of monthly electronic fund deposit to the volunteer accounts. Develops and maintains a professional level of personal and written communication with appropriate personnel at the bank holding the USDO account in order to properly resolve any issues that arise in regards to Peace Corps and volunteers financial matters.
- Prepare and maintain rent spreadsheet which tracks all PCVs rent information including outstanding rent receipts and leases. Where receipts are missing notify PCVs in writing.
- Liaison and "trouble shoot" problems with Banks involving Volunteer(s) accounts. Often times this requires

- Travel to PCVs sites. Closing of Volunteer accounts when Volunteers are medically separated from the Peace Corps by action of headquarters.
- May be required to make payments directly to landlords and Host Families.

Other Duties (5%)

- Actively participates in staff meetings and staff development retreats.
- Performs backup duties for other staff members as assigned by the DMO.
- Any other duties as assigned by the DMO or CD.
- Position may require work in the evenings, weekends and holidays.

Additional:

“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.”

KNOWLEDGE, SKILLS & ABILITIES:

- High School diploma required; diploma in Accounting, Finance or other related field preferred.
- Three years or more experience in Accounting and/or Cashiering.
- Basic knowledge and understanding of fundamentals of Accountancy and Cashiering operations.
- Five or more years of administrative office experience.
- Must have ability to deal with and solve a wide range of problems in collections, payments and reconciliation of cashier accountability report.
- Proficiency in Microsoft products such as Excel (ability to create and maintain a spreadsheet), Word (ability to create and maintain documents) and Outlook (ability to draft and send clear e-mail communications and manage a calendar).
- Ability to learn Peace Corps specific online software programs.
- Ability to work effectively with a team as well as independently to complete tasks.
- Ability to follow oral and written instructions.
- Ability to prioritize and manage multiple tasks while remaining organized and efficient.
- Excellent written and verbal communication, customer service and interpersonal skills.
- Work will be required at the office. The ability to telework, subject to Chief of Mission authority, may provisionally be authorized for specific segments of time.
- Occasional travel is required.