



STATEMENT OF WORK

POSITION: Cashier

WORK HOURS: Full-time: 44 hours/week

1. Background

a. Summary of Position: Under the supervision of the Director of Management and Operations (DMO), the Cashier manages the Peace Corps imprest fund. The Cashier is responsible for ensuring that all cash payments are correct, proper, and legal, and that all payments are made in a timely manner. In addition to cash payments, the cashier will also prepare and make (if approved at post) mobile money payments and local checking account electronic funds transfers (EFTs). The Cashier monitors cash flow expenditures to maintain sufficient funds for Peace Corps operations. In coordination with the DMO, the cashier develops post-specific policies for cashiering. The Cashier will also serve as the travel coordinator for all travel for staff and Volunteers.

b. Country Program: Peace Corps is an autonomous, international agency of the United States Government with operations in over 60 countries. It operates in Liberia by the invitation of the Government of Liberia and has memoranda of understanding that outlines broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in Liberia. Volunteers are assigned to government and non-government agencies and organizations, community-based organizations, universities, colleges, and schools who partner to enable Volunteers to provide capacity building in health, literacy, math, and science education as well as building cultural understanding between Americans and Liberians.

c. Reference Materials: Peace Corps policies and procedures on Cashiering and Management of Imprest Fund, Overseas Financial Management Handbook (OFMH), Volunteer Services Handbook, Emergency Action Plan, and the Staff Handbook.

2. Major Duties and Responsibilities:

Functional Area # 1 Cashiering

- Performs all the duties of a Class B cashier as stated in the Cashiers' User Guide and in accordance with all relevant financial guidance documents.
- Updates cashier policies on an annual basis (or more frequently).
- 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 payments. Ensures that all applicable payments are made from the Cashier's window. Ensures that all cash transactions are entered into Peace Corps' financial system on a real-time basis.
- Monitors interim advances and ensures they do not exceed three calendar days. Reports to the DMO on the status of any outstanding advances.

- Ensures disbursement vouchers are correct and signed.
- Balances Imprest fund daily and reconciles imprest fund with ACDC reports immediately upon arrival each Monday.
- Closes Bureau Vouchers (BV) on a weekly basis and transmits to Peace Corps headquarters in accordance with established timelines.
- Participates in unannounced monthly cash counts.
- Ensures post is in compliance with Administrative Management Control Survey (AMCS) for all areas pertaining to this cashing.
- Collects bills of collections (BOC).
- Requests imprest increase when appropriate.
- Maintains Bureau Voucher files appropriately.
- Provides weekly updates to the DMO on workflow status.
- Serves as the primary point of contact with local bank officials on matters pertaining to Peace Corps/Liberia banking operations.
- Performs the analysis and submits requests for temporary increases to imprest level during pre-service training (PST) and at other times, as needed.
- Supports implementation of Mobile Money policy and procedures at post.
- Prepares advance requests and maintains accountability for advances to the alternate cashier and/or sub cashiers when such advances are properly authorized by the DMO. Provides training and oversight to alternate and sub cashiers in performing these duties.
- Collects funds due on bills of collection, travel advance reimbursements, and proceeds of sale. Retains or deposits collected funds in accordance with financial policy.
- Serves as the Collections Officer and monitors the Outstanding Collections Report on a weekly basis.
- Maintains accurate and current files of sub-vouchers, cashier replenishment requests, reconciliation, and verification documents, FSC Charleston reports, and all other relevant cashier documents. Prepares reports as required, meeting timelines as set down by DMO, Department of State, Peace Corps/Liberia and/or Peace Corps/Washington.

Functional Area # 2 International Travel

- Plans, builds, and obtains travel itineraries that meet US Government guidelines, including Fly America Act.
- Prepares international Travel Authorizations for all staff international travel with a high degree of accuracy, to ensure all aspects of each are complete with travel, per diem, accommodation, and any other miscellaneous costs.
- Reviews completed international travel vouchers for completeness and accuracy before forwarding to the DMO for approval.
- Provides travel authorizations and tickets to travelers in a timely manner before the travel takes place. Serves as an organizational expert in travel policies and procedures.
- Maintains relationships with local and Peace Corps/Washington travel agencies to obtain quotations for flight itineraries in a timely manner.
- Uses the centrally billed travel card to pay for hotel reservations, flights, and other travel expenses with the authorization of the DMO. Follows all applicable rules for use of the centrally billed travel card.

Functional Area #3 Records Management

- Files and stores Bureau Vouchers for the specified period.

- Ensures that Peace Corps Liberia cashier-related documents and records are safely stored and can be retrieved easily when needed by establishing and maintaining an efficient and up-to-date central filing system including a listing of the location of files.
- Is knowledgeable of MS 892 Records Management in the Peace Corps Manual.

Functional Area #4 Other Duties

- Serves as back-up support for and/or carries out the duties and responsibilities of the Volunteer Support Assistant when deemed necessary by the Country Director and/or Supervisor for the successful implementation of Peace Corps programs and/or operations in Liberia. These duties include, but are not limited to:
 - Monitors the Volunteer Data Tab in VICA (*Volunteer In-Country Allowances* database) to ensure all PCV information is accurate.
 - Makes travel and hotel reservations for Volunteers.
 - Resolves volunteer banking issues.
- Reviews opportunities in the office to streamline processes and assist post to be more effective with resources.
- Assist Financial Assistant in creating obligations for micro purchases and preparing Non-Cashier Liquidations (NCL) documents with required documentation. Uploads NCLs to HQ in accordance with established policies and timelines.
- Performs other duties or assignments, when deemed necessary by the Country Director and/or Supervisor, for the successful implementation of Peace Corps programs and/or operations in Liberia.

Functional Area #5 Safety and Security

- 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.

COVID-19 and Other Flexibilities:

- If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as "Volunteers") at Peace Corps/Liberia, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country 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 or increase 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."

3. Roles and Responsibilities:

This position is located with the Management and Operations Team and reports to the Director of Management and Operations. This is not a supervisory position. This position will interact regularly with volunteers, external vendors for supplies and services.

- Principal cashier: Will be designated a principal cashier after consultations with OCFO/GAP, pending final approval by Comptroller and Global Financial Services (CGFS) Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advances, safeguarding funds advances, 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).
- Travel card holder: May be an authorized holder of a travel card after successful completion of the requisite travel card training and receipt of a Travel Card Appointment issued by Agency Travel Card Program Coordinator. Must adhere to the limitations contained in the Appointment document and follow all instructions provided by Management/Administrative Services/Transportation (M/AS/T), including policies and procedures contained in MS 801, in execution of travel cardholder duties and responsibilities.

4. Logistics:

The incumbent will be based in the Peace Corps Main Office's Principal Cashier's Office in Monrovia. The Incumbent will be provided with a computer, a mobile phone and other equipment deemed necessary to conduct their work.

5. Level of Effort:

The incumbent's work week shall not be less than 44 hours. At times, due to the nature of our work, the incumbent may be required to travel and work nights/weekends/holidays and/or to carry a duty phone when necessary.

6. Minimum Qualifications:

- Education: Minimum of a bachelor's degree in finance, accounting or business, or related field.
- Prior Work Experience: A minimum of three (3) years of progressively responsible work experience in accounting, cashiering, or bookkeeping.
- Language Proficiency: Professional level written and spoken English fluency.
- Knowledge, Skills, and Abilities
 - A good working knowledge of financial transactions and accounting/bookkeeping vocabulary at a level sufficient to read and understand United States Government (USG) financial regulations, policies, and procedures.
 - Ability to work independently.
 - Excellent customer service skills
 - High proficiency with computers, including Microsoft Office Suite of Programs (Outlook, Word, Excel).
- Work/Residency Permits: Applicants must have valid work and/or residency permits allowing work in Liberia.

7. Preferred Qualifications:

- Education: Additional certificates or degrees in fields relevant to the position.

- Experience:
 - Previous experience working with United States Government financial policies and/or regulations.
 - Previous experience working in an international organization or non-governmental organization similar in size to Peace Corps Liberia
 - Previous experience training colleagues or other employees in following and/or understanding financial policy or procedures.
 - Previous experience in procurement.