

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Procurement**

Prepares regular purchase orders and vouchers for purchases exceeding \$500.00 related to medical, hospital and dental services rendered to volunteers; monthly telephone bills; monthly diesel and oil for vehicles; office equipment and supplies; volunteers' supplies; hotel bills for volunteers' conferences; office and residential rental payments; volunteers' settling-in and transportation allowances; volunteers' readjustment allowance advances; etc. Prepares and deposits into banks and cooperatives the monthly volunteers' living allowances. Prepares and maintains control of volunteers' leave allowance payments.

### **Contracting**

Requests bids or quotations on local procurements. Reviews responses and prepares summaries and analysis, including recommendations as to best offer, considering price, bidders' capabilities, and other procurement factors. Drafts personal services and rental contracts for the administrative officer's review. Prepares procurement reports for Peace Corps Washington.

### **Property Management**

Arranges for the storage, proper maintenance and repair of office and residential program support equipment. Maintains up-to-date records on the Propmam system pertaining to assignment of these properties and submits annual report to Peace Corps Washington. Performs the physical inventory and reports any discrepancies to adjust the records. Controls the disbursement of bicycles to volunteers and informs the APCDs on availability for volunteer assignments.

### **Accounting**

Performs liquidation on the ForPost system and reports to the administrative officer any obligation discrepancies. Creates vendors' file logs on the cuffs system and sends new vendors' data files to Peace Corps Washington. Responsible for sending vouchers for payment to Washington, maintains vouchers numbering system log, performs follow-up on vendors' check request and calls them upon the arrival of the payment checks. Assists in the accounting reconciliation, and prepares the monthly and quarterly accounting report. Maintains and up-dates the volunteers' administrative information program and advises the administrative officer of any problem regarding volunteers' living and leave allowance. Assists in the annual living allowance survey and prepares on a monthly basis the volunteers' status report. Prepares travel vouchers for Peace Corps Paraguay staff and local counterparts in connection with international and local travel.

### **Shipping and Customs Support**

Coordinates with the embassy customs and shipping officer to ensure that documents are prepared and that items (including vehicles, medicines, equipment, etc.) are cleared through the customs for Peace Corps Paraguay in a timely manner.

### **Alternate Cashier**

Functions as Alternate Class B Cashier for Peace Corps Imprest fund during the absence of the principal cashier. This responsibility includes the payment/disbursement of bills not exceeding US \$500.00 for such needs as volunteer's per diems, job supplies, medical supplies, medical services, diesel and oil, spare parts for bicycles and vehicles, building maintenance and repairs, etc. Prepares cashier reimbursement vouchers on weekly basis and submit them to Peace Corps Washington.

### **Acting Administrative Officer**

The incumbent serves as acting administrative officer during the AO's absences.