

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 1134A

2. Reason for Submission
 Re-description New
 Reestablishment Other
 (Show any positions replaced)
 Seller, MS-530-6
 Pd # 1134

3. Service
 Hdqtrs Field

4. Employing Office Location
 Phoenix, AZ

5. Duty Station
 644

6. OPM Certification *

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Employment and Financial Interests

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:
 Supervisor
 Managerial
 Neither

12. Sensitivity
 1-Non-Sensitiv 3-Critical
 2-Noncriti 4-Special

13. Competitive Level Code
 X01

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Cashier	GS	0530	7	BS	6/24/02
e. Recommended by Supervisor or Initiating Office	Lead Cashier	GS	0530	7		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)
 Marcella Clark, TATE

18. Department, Agency, or Establishment
 Department of Veterans Affairs

a. First Subdivision
 Carl T. Hayden VA Medical Center

b. Second Subdivision
 Resources and Financial Management Services

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor
 Jane Beyer, Assist. Administrator, Finance
 Signature: Jane Beyer Date: 5/3/02

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 Richard A. Pasquale, Administrator, RFMS
 Signature: [Signature] Date: 5/3/2002

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 Job Family Standard for Clerical & Technical Accounting & Budget Work MS-0500C, HRCG-4 12/97

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
 Signature: [Signature] Date: 6/24/02

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)							s		s	
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

LEAD CASHIER, GS-530-7

MAJOR DUTIES AND RESPONSIBILITIES:

Incumbent is the Lead Cashier and is responsible for the daily operation of the Phoenix VA Medical Center cash management functions. This function operates with five alternate cashiers. The Lead Cashier is responsible for ensuring work assignments are carried out by performing the following:

- 1) Estimate and report on expected time of completion of work, maintain records of work accomplishments, prepare daily, monthly and annual accountability reports as requested.
- 2) Check on work in progress and work requiring review (e.g., document processing and direct services) and review the completed work to see that supervisor's instructions on work sequence; procedures, methods and deadlines have been met.
- 3) Resolve simple informal complaints of employees and veterans and refer others to supervisor.
- 4) Report to supervisor on performance, progress and training needs of alternate cashiers.
- 5) Make suggestions to supervisor as requested on reassignment, recognition of outstanding performance, and personnel needs of alternate cashiers.

Performs cash management duties as outlined in VA Handbooks 4000 and 4010 and instructions issued by the Treasury Department.

The Lead Cashier maintains an advance from the Treasury Department for approximately \$30,000.

Advances Cash to the Alternate Cashiers. Determines if this advance is sufficient to adequately carry on the disbursing function as required. Must be well informed on the activities of the Medical Center, MCCF and all cashiers to make sound decisions as to the proper course and time of action in requesting funds.

Manages Citibank Convenience Check Program at the Medical Center. Must maintain proper documentation on all cashiers. Assures they are properly trained in the disbursing of cash and the documentation required for replenishing of funds.

Receives and disburses a wide variety of documents and maintains all records involved in the receipt and disbursement of cash. This includes the reconciliation and the preparation for deposit of cash received in accordance with instruction in VA Handbook 4010 and the Treasury Department.

Examines documents received for payment to determine whether they are prepared and submitted in accordance with applicable instructions and whether the proposed

disbursement is legal and proper insofar as the responsibility of the Principal Lead Cashier is involved. **These documents include patient funds, beneficiary travel, cab fares, employee travel, lecture fees, purchase and hire employees, consultant speaker contracts and cashing certain type of instruments such as accom exchange checks.**

Issues pre-numbered accountable receipts manually and electronically for each automated system in VISTA/IFCAP on collections received; determines the purpose of the remittance; determines the correctness of the accounting symbols to which the remittance will be deposited, and executes the appropriate schedules of collection forms that will accompany the funds to the Federal Reserve Bank, for protection under the Government Losses and Shipment Act. These documents include patient funds, insurance collections, performance bonds, meals, lodging, producing records in court, bills for collection issued by all departments and services, jury duty fees, salary overpayments, income tax levies and a wide variety of miscellaneous collections.

Incumbent is required to balance accounts daily to assure that the disbursing fund and collections are accounted for properly. The records of alternate agent cashiers are verified to account for any collections received or disbursement made.

Maintains automated records and generates the reports and accounts required through the VISTA/IFCAP System to ensure proper identification and deposit of funds.

Maintains and is responsible for the supply of official accountable receipts used to acknowledge collections and insures 100% accountability for those forms at all times. Also, responsible for the accountability and inventory of Citibank checks by maintaining a log showing receipt, distribution, and issuance of all drafts. Monthly reports are generated and formatted for the Accounting Section. Responds to inquiries from Austin Finance Center or VHA Headquarters relating to the usage of Citibank checks.

As designated agent of the Treasury Department the Lead Cashier receives and distributes salary checks. Has responsibility to insure that the checks are received and distributed in accordance with prevailing regulations. Also, returns government checks to the Austin Finance Center promptly for treasury cancellation. Uses proper documentation and provides appropriate information.

Responsible for preventing access of unauthorized individuals to the Agent Cashier Office and must insure against improper disclosure of the safe combination and insures that such combination is changed as required. Insures that all cashiers and their work areas are safe and secure.

Assumes personal financial accountability for any monetary loss, which results from the performance of duties. Determines the need and time for replenishments of funds based upon amounts disbursed during previous periods and known future needs of pre-established schedules.

Since the Agent Cashier is located outside the physical location of Fiscal Service, wide latitude is used for independent judgement and decisions due to the variety and scope of duties performed.

Act in a dual capacity for both disbursing and collection functions. It is very important in the discharge of responsibilities, for common sense and judgement to be used with the knowledge of laws, regulations, rules, etc. It is necessary that the incumbent be alert at all times and ready to make immediate and accurate decisions. The incumbent must have the ability to think in an original and logical manner while being constantly on the alert to detect any discrepancies in the processing of collections and payment of vouchers.

Daily contact with patients, employees, and department managers on matters pertaining to salary checks, resignations of employees and bills of collections are an integral part of this position.

Must be neat in appearance, polite, courteous, and maintain self control at all times.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

Skilled in applying systematic procedures and techniques in the management and function of the accountable cashier operations. Knowledge of the theory and principles of cash management and organizational function and procedures common to cash management this includes administrative practices.

Detailed knowledge of cash management fiscal principals, pertinent manual instructions, policy processes, procedures, and regulations are required to perform all financial aspects of the position.

Knowledge of basic legislation, departmental policies, processes, procedures, and regulations, which govern cash management and accountability required from the lead cashier in a medical center.

Knowledge of the agency's automated data processing cashier system, organizational structure, and operations are required to integrate cash management with accounting and budget processes.

Knowledge of the IFCAP System and related systems is required to locate and obtain data pertaining to all phases of the cashier operations.

FACTOR 2 – SUPERVISORY CONTROLS

Cashier accountability operations are made in accordance with the Department of Treasury Fiscal Requirements Manual and the VHA Handbooks 4000 and 4010. Internal management procedures established to further promote the efficient and secure operation of the Agent Cashier function must also be followed.

Incumbent is under the supervision of the Assistant Administrator of Finance in Resources and Financial Management Services. Exercises independent judgment, which is inherent in the proper conduct of all functions and responsibilities of the Agent Cashier Office.

An unannounced audit must be done after the Cashier Advance is made as needed and at least quarterly, the date is determined by the Directors Office. A Fiscal employee and a Medical Center employee are designated by the Director to perform audit. No discrepancies should be noted. In the event of a discrepancy, immediate correction takes place and procedures are established to prevent reoccurrence in future audits.

Results and accomplishments of the Agent Cashier are reviewed by irregular audits conducted by representatives of the Department of Veterans Affairs and the Inspector General's Office.

FACTOR 3 – GUIDELINES

Cashiering is covered by a wide variety of administrative regulations. Guidelines consist of standard reference material, texts, and manuals covering the application of cash management and accountability. The employee uses sound judgment in interpreting regulations, directives and VHA Handbooks.

FACTOR 4 – COMPLEXITY

The work principally involves total control of cash advance management. This includes execution of the daily cash disbursement accountability replenishment document, all cash collections from a myriad of sources. Overseeing and managing the activities of alternate cashiers. This requires high organizational ability and detailed operational skill. Findings and recommendations are based upon systems currently in place, review of financial records, and application of standard administrative guidelines.

FACTOR 5 – SCOPE AND EFFECT

Plans and carries out cashier management functions of operation and satisfaction, to improve the efficiency, productivity, of veterans, employees, private organizations and administrative support activities. Identifies, analyzes, and makes recommendations to resolve conventional problems and situations. Develops detailed procedures and guidelines to supplement established administrative regulations or program guidance. Completes reports and recommendations that effect decisions by managers concerning the internal cash management operations.

FACTOR 6– PERSONAL CONTRACTS

Contacts are with veterans, patients, employees, supervisors, and managers of the Medical Center. Also contacts employees and representatives of the private sector concerns with regard to disposition of private source checks. Confers with Austin Finance Center Accountability Officer.

FACTOR 7– PURPOSE OF CONTACTS

The purpose of contacts is to provide cashier services to veterans, employees, supervisors, managers, representatives of the private sector, on management related issues and concerns. Contacts typically involve such matters as cash payments of all types, Citibank Check disbursements, and advise on collections.

FACTOR 8– PHYSICAL DEMANDS

The work is primarily sedentary, although some slight physical effort may be required.

FACTOR 9– WORK ENVIRONMENT

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

OTHER SIGNIFICANT FACTS

CUSTOMER SERVICE

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors and all VA staff) in a courteous, tactful and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems dealing with the customer constructively and appropriately.

ADP SECURITY

Protects printed and electronic files containing sensitive data in accordance with provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

POSITION EVALUATION SUMMARY

Organization R + FMS

Position # 1134

Evaluation Factors	Factor Level Used (FL#, etc.)	Points Assigned	Comments
1. Knowledge Required by the Position	1-3	350	Illustration #2
2. Supervisory Controls	2-2	125	
3. Guidelines	3-2	125	
4. Complexity	4-2	75	
5. Scope and Effect	5-2	75	
6/7. Personal Contacts and Purpose of Contacts	6-2, 7-a	45	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
S U M M A R Y	1355-1600 Total Points	1405	Standard(s) Used:
	Grade Conversion	MS-7	

Additional Remarks:

Title, Series, and Grade Assigned:

Cashier, MS-530-7

Date: 6/24/02

Agencies may copy for local use.



STATION NUMBER/ORGANIZATION
Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Cashier, GS-0530-07 1134

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked)
B. SCOPE OF OPERATIONS: WORLDWIDE, GOVERNMENTWIDE, MULTI-AGENCY, AGENCY (checked)
C. PROGRAM RISK LEVEL: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked)

STEP 2 - POSITION RISK POINTS See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

Table with 3 columns: LINE NO., RISK FACTOR, RISK POINTS. Rows include Degree of Public Trust, Fiduciary Responsibility, Importance to Program, Program Authority, Supervision Received, and Total Risk Points (5).

STEP 3 - POSITION SENSITIVITY LEVEL National Security Classified Information

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.
SENSITIVITY LEVEL: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked)

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.
CONCUR WITH RISK LEVEL (See STEP 2) (checked), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS: HIGH RISK, MODERATE RISK, LOW RISK/NONSENSITIVE (checked)

JUSTIFICATION: SIGNATURE OF INFORMATION SECURITY OFFICER, DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level: NO ADJUSTMENT (checked), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK
Sensitivity Level: NO ADJUSTMENT (checked), INCREASE SENSITIVITY LEVEL TO: NONCRITICAL SENSITIVE, CRITICAL SENSITIVE, SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL: HIGH RISK, MODERATE RISK, LOW RISK (checked)
FINAL SENSITIVITY LEVEL DESIGNATION: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked)

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR: [Signature] DATE (MM/DD/YYYY): 08/24/06