

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

5010
 OPM Certification BUS
 0065

2. Reason for Submission
 Redescription New
 Reestablishment Other
 Explanation (Show any positions replaced)

3. Service
 Hdqtrs Field

4. Employing Office Location
 VA Medical Center

5. Duty Station
 Louisville, KY

9. Subject to IA Action
 Yes No

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Employment and Financial

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

11. Neither
 12. Sensitivity
 1-Non-Sensitiv 3-Critical
 2-Noncrit 4-Special

13. Competitive Level Code

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	6	AC	8/14/06
e. Recommended by Supervisor or Initiating Office	Cashier (Office Automation)	GS	0530	06		

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

17. Name of Employee (if vacant, specify)
 Vacant

18. Department, Agency, or Establishment
 Department of Veterans Affairs
 a. First Subdivision
 VA Medical Center
 b. Second Subdivision
 Administrative Services

c. Third Subdivision
 Fiscal Service
 d. Fourth Subdivision
 Accounting Section
 e. Fifth Subdivision

19. 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
 a. Type Name and Title of Immediate Supervisor
 Signature _____ Date _____

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.
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 Barbara J. Roberts, Chief, Fiscal Service
 Signature *Barbara J. Roberts* Date 3 Aug 06

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.
 Typed Name and Title of Official Taking Action
 Angela Dutton, Chief, Human Resources Mgmt Service
 Signature *Andy Crews* Date 8/14/06

22. Position Classification Standards Used in Classifying/Grading Position
 JFS for Clerical & Technical Accty & Budget Work, GS-0500 (GS-0530), Dec 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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor	<i>AD</i>	4/12/11								
c. Classifier	<i>SB</i>	4/12/11								

24. Remarks

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

Agent Cashier (Teller)
GS-0530-06
Pd #5010

The duties of this position are assignments that are essentially the same as those duties shown on PD #5011, Teller GS-0530-7, which is the target position. However, in this position, the employee performs the assignments under greater than normal supervision while he/she is in a training capacity. More detailed instructions may be given to the employee for new or different types of assignments, and the employee is expected to consult the supervisor more frequently for guidance. As the employee becomes more familiar with the work and more adept at carrying out assignments, supervision is gradually lessened until it reaches the level normally expected at the full performance level.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Establishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VA Medical Center	5. Duty Station Louisville, KY	1. Agency Position No. 5011
Teller PD #1715 dtd 1/30/90		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		6. OPM Certification DPS
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncrit <input type="checkbox"/> 4-Special	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
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b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Cashier	GS	0530	7	AC	8/14/06
e. Recommended by Supervisor or Initiating Office	Cashier (Office Automation)	GS	0530			

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a. First Subdivision VA Medical Center	d. Fourth Subdivision Accounting Section
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a. Type Name and Title of Immediate Supervisor
Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Barbara J. Roberts, Chief, Fiscal Service
Signature *Barbara Roberts* Date 6 Feb 06

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.

Typed Name and Title of Official Taking Action
Angela Dutton, Chief, Human Resources Mgmt Service
Signature *Andy Chews* Date 8/14/06

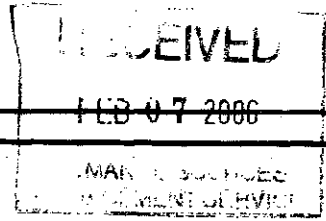
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23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor	dk	17 Dec 09		7/12/11						
c. Classifier	BB	17 Dec 09	BB	4/12/11						

24. Remarks

see file

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



function in accordance with authority delegated by the Treasury Department. In the performance of duties, the employee must make determinations on the acceptability of a wide variety of items and documents, the adequacy of identification material, and the authenticity of signatures. Incumbent must make determinations regarding the authenticity of currency and the negotiability requirements of other types of cash items. Incumbent is responsible for the funds advanced by the Treasury Disbursing Office to cover the payment of vouchers and must either return the funds in full or submit documentary evidence that they were disbursed or otherwise disposed of in accordance with applicable law and instructions of the General Accounting Office (GAO), Treasury Department, and the VA. The responsibility of each disbursement is individual and is to be performed according to established administrative guidelines.

tellers The Cashier ^m takes cash payments to patients, employees and cash replenishment to ^{alternate} ~~sub~~-cashiers and ~~Imprest Fund Cashiers~~. These payments include travel advances and travel vouchers, reimbursement for certain employee registration fees, Patient Funds withdrawals, incentive therapy pay, individual patient withdrawals from those with personal funds on deposit with the VA, and payments to restricted and institutional award patients.

The employee receives, receipts, deposits, and accounts for collections received. These include monies collected from temporary depository, individual patient deposits, reimbursements and refunds from employees, commercial vendors, other government agencies, and third parties. The incumbent receipts each individual collection on proper accountable forms.

The incumbent is responsible for the issuance of prenumbered accountable receipts for each remittance received, determining that the appropriation and account symbol are correct. Maintains and is responsible for the supply of official accountable receipts and accountable forms used to acknowledge collections and control requisition of them.

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

The employee is responsible for preventing access of unauthorized individuals to the Agent Cashier Office. Must insure against improper disclosure of the safe combination and that the combination is changed at least once annually.

The Agent Cashier must assume personal financial accountability for any monetary loss that results from the performance of duties. Determines the need and time for replenishment of funds based upon amounts disbursed during pervious periods and known future needs or pre-established schedules.

Resolves technical problems not covered by precedents or established policies.

The Agent Cashier has responsibility for many new programs implemented by the VA that require additional responsibilities and knowledge. They include maintenance and withdrawals from a depository checking account; Citicorp Travelers checks; Third Party-Insurance-Company Collections for the MCCR Program; inpatient and outpatient co-payments; ~~CELCO~~ third-party drafts; and VISA/Master Card credit payment systems. These programs create an increased variety of work demands and more complex situations for the Agent Cashier.

The employee performs other duties as assigned, normally of a related nature.

Factor 1, Knowledge Required by the Position

The work requires in-depth and broad knowledge of a body of financial management regulations, practices, procedures, and policies related to cash processing functions.

The position demands knowledge of a wide variety of interrelated steps, conditions, and procedures or processes required to assemble, review, and maintain complex cash processing and other fiscal transactions (e.g., frequent and varied adjustments to accounts, or extensive balancing and reconciling of detailed summary accounts; or resolving problems in balancing accounts, adjusting discrepancies, developing control records, verifying the accuracy of budgetary data, adjusting dollar amounts of accounts by line item and object class, and preparing reports on the status of funds).

The employee must possess knowledge of extensive and diverse cash processing and other financial regulations, operations, and procedures governing a wide variety of types of related transactions to resolve nonstandard transactions, complaints, or discrepancies, provide advice, or perform other work that requires authoritative procedural knowledge. For example, the incumbent must have an advanced knowledge of all banking, Treasury, and accounting procedures and policies. The incumbent must be thoroughly familiar with all VA and Treasury regulations, interim issuances, guidelines, regulations concerning patients' cash, and other Government or banking publications that relate to the Agent Cashier operations.

The position requires knowledge of the Veterans Health Information Systems and Technology Architecture (VISTA) software packages, as well as skills in personal computer operation and in various office automation software packages, such as word processing, spreadsheets, data bases, presentations, etc. Knowledge of computerized systems is also required to properly reconcile funds on a daily basis.

Factor 2, Supervisory Controls

The supervisor or other designated employee assigns work with standing instructions on objectives, priorities, and deadlines and provides guidance for unusually involved situations. The supervisor may assign work according to a standardized control system, such as batched work, caseload level, or other defined structure, and provide standard general instructions about timeliness, objectives, and relative priorities for doing the work. The employee independently processes the most difficult procedural and technical tasks or actions and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices. For example, the employee independently determines the types and sources of information needed to complete the transaction; the nature and extent of deviations from established requirements; and whether standard techniques, methods or procedures are appropriate for assignments. The supervisor or designated employee evaluates completed work for overall technical soundness and conformance to agency policies, legal, or system requirements. Completed work is reviewed by sampling in a quality review system and/or spot check by the supervisor or a senior worker for results and conformity to established requirements and deadlines. The methods used to complete the assignment are seldom reviewed in detail.

Factor 3, Guidelines

The Agent Cashier must use a number of different guidelines contained in the Fiscal manual, VA regulations, Treasury regulations, and manuals of instructions for Agent Cashier. A combination of each must be used at all times to apply the correct procedures. The Agent Cashier is under the control of both the VA and the Department of Treasury. These established procedural guidelines are

available, but due to the variety of tasks or situations encountered, they may not be specifically applicable to a particular assignment or task. The employee must apply a good understanding of cash processing procedures and techniques in interpreting the guidelines, determining their applicability to situations not specifically covered, and adapting or deviating from the procedural instructions as necessary and appropriate. This may require developing approaches and detailed work methods to complete the assignment.

Factor 4, Complexity

The incumbent is personally responsible for an assigned Treasury advance, and assumes financial responsibility in the event of any loss. He/She must be able to distinguish between appropriation fund allotment, Patients Funds, General Post Funds, MCCR, and Treasury general funds. All transactions, whether deposits or disbursements, must be properly classified with complete accounting data in order for Accounting personnel to make input into the General Ledger accounts. The incumbent must determine what action to take on all employee salary checks. Must carry out assignments with a high degree of accuracy on all related items. The work involves performing various financial management support related duties that use different and unrelated processes, procedures, or methods. The use of different procedures may result because transactions are not completely standardized; deadlines are continually changing; functions assigned are relatively broad and varied; or transactions are interrelated with other systems and require extensive coordination with other personnel. The employee decides what needs to be done by identifying the nature of the problem, question, or issue, and determining the need for and obtaining additional information through oral or written contacts or by reviewing regulations and manuals. The employee may have to consider previous actions and understand how these actions differ from or are similar to the issue at hand before deciding on an approach. The employee makes recommendations or takes actions, such as verifying factual data or making other financial determinations, based on a case-by-case review of the pertinent regulations, documents, or issues involved in each assignment or situation. For example, the employee uses different established procedures to review and reconcile various financial documents and records; resolve a variety of problems through coordination with employees or patients; and reviews and reconciles various types of transactions involving multiple funds or a number of different control accounts.

Factor 5, Scope and Effect

The purpose of the work is to ensure that the control and reconciliation of all funds on deposit from Treasury are maintained, that cash flow and balances are properly maintained at a level to satisfy all needs of the Medical Center, and that the Accounting Section has all required information and proper accounts to create the General Ledger entries required. Issues might result, for example, from insufficient information about a transaction, the need for more efficient processing procedures, or requests to expedite urgently needed cases. The employee treats these and similar problems in conformance with established procedures. For example, the Cashier provides all patients with a deposit account and has money available for their needs. Determines the priority of payments and deposits. Incumbent must be very flexible and able to determine priorities as to the individual needs of the Medical Center. The work affects the quality, quantity, and accuracy of the Medical Center's financial records and service to clients. For example, the effect of the work ensures the integrity of the amount and timely availability of money to pay for services; the economic well being of employees and patients being serviced; and compliance with legal and regulatory requirements.

Factor 6, Contacts

Incumbent has a great number of personal contacts with patients, employees, and others. Contact is also made with the VA Finance Center employees, Department of Treasury employees, financial institutions, etc. Contact is required on a daily basis with patients. It is important that sound judgment, tact, and diplomacy be exercised, and that all contacts are of a professional nature and geared to each individual.

Factor 7, Purpose of Contacts

The purposes of the contacts are to properly deposit any funds received and to identify all disbursements to ensure the accuracy of processing of all transactions; to reconcile with Accounting all transactions and advances of funds; to be available for all ward deliveries of cash to patients; to complete all cash transactions for the Medical Center in conjunction with the Department of Treasury.

Factor 8, Physical Demands

The work is primarily sedentary with some carrying of moderately heavy items, such as computer reports, boxes, and ledgers.

Factor 9, Work Environment

Work is performed in an office setting with adequate heating, lighting, and ventilation. Incumbent is responsible for contributing to a safe and pleasant work atmosphere.