

CEI STUDENT JOB POSTING

Job Title: Voucher Examiner, Federal Bureau of Investigation, Pocatello Idaho

Salary: \$33,394 - \$59,557

Job Closing Date (mm/dd/yy): 09/30/2019

Company Name: Federal Bureau of Investigation

Contact Person: Christina Dobard

Address: 935 Pennsylvania Ave NW

City/State: Washington DC

Phone Number: 202-324-0084

Web Address: www.fbi.gov

Contact email: FFD_RESUMES@fbi.gov

General Responsibilities:

Are you interested in career opportunities at the world's premier national security and law enforcement agency? The Federal Bureau of Investigation (FBI) is in search of highly motivated and talented candidates from a diversity of backgrounds who are interested in serving the Nation.

The mission of the FBI is to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to support our law enforcement and national security partners, all while ensuring we preserve civil liberties. In order to effectively carry out this mission, the FBI employs thousands of professional staff in a variety of positions at FBI Headquarters in Washington, DC, and in field offices across the country.

The FBI conducts many mission-critical business functions. We have more than 35,000 employees, a budget in excess of \$8 billion, and more than 700 locations worldwide. At the FBI, management and analysis professionals have the opportunity to utilize their skills to help protect the country. These functions include reviewing and analyzing information to make recommendations to management, and conducting research to identify and evaluate areas of improvement that have a direct impact on FBI operations. These professionals provide the resources, infrastructure, and services we need to be able to succeed in our mission.

As a Voucher Examiner within the FBI's Accounting Section, Pocatello Travel Support Center, you will provide crucial travel support to 35,000 FBI employees including agents, intelligence analysts, professional staff and executives.

Major duties include:

- Review travel vouchers for accuracy and ensure proper payments
- Verify posted financial information in accounting systems for accuracy
- Deliver excellent customer service by providing guidance regarding federal and FBI travel policies
- Provide timely and effective communication to customers
- Analyze travel vouchers to ensure adherence to federal and FBI policies
- Service as steward of taxpayer dollars
- Collaborate with team members across the Unit to include Quality Assurance and Analytics, Travel Card, Metrics and Systems Subject Matter Experts
- Serve as critical role in Director's priority initiative to transition 100% of FBI travel expenses to the Pocatello Travel Support Center.

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Job Qualifications: Applicants must be a US citizen and consent to a complete background investigation, drug test, and polygraph as a prerequisite for employment. The FBI is an equal opportunity employer and supports workforce diversity and inclusion. For more information about the FBI visit: www.fbijobs.gov.

Application Process: Email cover letter and resume to FFD_Resumes@fbi.gov with position title in subject line.