Employment Opportunity
United States Peace Corps in Myanmar
DEADLINE: August 23, 2015

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

Cashier
Minimum Starting Salary: $9,695/year* (FSN-7 equivalent)
Anticipated Start Date: October, 2015
**starting salary dependent on experience*

The **Cashier** performs the full range of Class B Cashier duties. The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of Post's Imprest fund. The Cashier makes payments to vendors, staff, and Volunteers via cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded. The Cashier is responsible for administering staff and Volunteer local and international travel, travel authorizations, travel vouchers and travel advances and provides back up for managing reservations when the GSA is unavailable. The Cashier is also responsible for a variety of additional financial and administrative tasks as assigned by the DMO.

Note: Before the staff member is granted a permanent designation as a cashier, the staff member must complete an NFATC cashier correspondence course or an FSC sponsored course and pass an examination required by RM. A temporary designation not to exceed 180 days may be granted by the servicing USDO to allow the cashier to complete the course and pass the examination.

The Cashier's main responsibilities include:

- Makes properly authorized cash and EFT payments to commercial vendors, contractors, staff, and Volunteers. Verifies all vouchers for correct computations, and completeness prior to submission to DMO for approval of payment.
- Provides interim advances for the purchases of supplies to Peace Corps staff when authorized by the DMO or Country Director (CD). Advances must be cleared within 3 business days. Reports to the DMO weekly on the status of outstanding advances.
- Monitors and anticipates cash flow expenditures to maintain sufficient cash for Peace Corps operations while remaining below authorized accountability levels.
- Prepares weekly replenishment requests (unless expecting collections that will raise imprest balance over authorized accountability).
- Serves as the primary point of contact with local bank officials on matters pertaining to Peace Corps/Myanmar banking operations. Checks online banking on a regular basis to monitor replenishment EFTs (in particular, during PST) and withdraws funds from the imprest bank account as needed to maintain enough cash to manage operations while minimizing the actual cash kept on hand.
- Reconciles bank account balances on a monthly basis during monthly cash count and submits the monthly bank statement to FSC Bangkok and Peace Corps/Washington.
- Performs the analysis and submits requests for temporary increases to imprest level during the PST and periodically as needed.
- Prepares and maintains accountability for advances to alternate cashiers when such advances are properly authorized by the CD.

- Collects funds due on bills of collection, travel advance reimbursement, and proceeds of sale; retains or deposits collected funds, as appropriate. Maintains all collections records and documents.
- Balances imprest fund on a daily basis, and reconciles imprest fund with ACDC reports immediately upon arrival each Monday.

Required Qualifications:

- University degree in Accounting, Business Administration or comparable degree;
- At least 2 years of experience in processing, controlling and recording financial transactions is required, including one year of experience must be in banking or related field, and one year of experience must include work with an international organization.
- Demonstrated ability to manage cash fund and analyze financial transactions, records, and reports.
- Ability to meet deadlines, meticulous work habits, attention to detail, and the highest level of integrity and honesty.
- Ability to understand, interpret, and communicate complex transactions, policies, procedures, issues and inquiries in both languages
- Fluent written and spoken English and Myanmar;
- Strong Computer skills, including demonstrated proficiency in Outlook, Excel, Microsoft Word, Databases and PowerPoint;
- Good judgment and confidentiality
- Ability to multi-task and work in a team
- Strong organizational skills
- Desire and willingness to learn and contribute to the mission of Peace Corps
- Excellent interpersonal communication skills;
- Experience working in international organizations;
- Willingness and ability to travel occasionally;
- Compliance with Peace Corps' safety and security policies, particularly related to the safety & security of Volunteers.

Desired Qualifications

- Ability to work independently with little supervision
- Excellent interpersonal communication and organizational/time management skills
- Proactive attitude and flexibility
- Ability and willingness to follow directions and training from supervisors
- Polite manners, professionalism and sense of discretion under all circumstances
- Experience working in a cross-cultural setting as a part of an intercultural team
- Excellent attention to detail
- Ability to communicate verbally and in writing in clear and concise English
- Effective coordination with Admin Staff and other PC units, key departments in U.S. Embassy, PC/W staff, and external parties in achieving specific objectives
- Desire and willingness to learn and contribute to the mission of Peace Corps
- Willingness to take initiative
- Strong service attitude
- Personal integrity
- Strong cross-cultural and interpersonal skills
- Strong interest in Myanmar's development
- Good sense of humor

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Applications are due no later than 5:00 PM on August 23, 2015. Applications and questions (including requests for the complete Statement of Work) should be sent to BurmaPC@peacecorps.gov. **Applicants who do not address the required qualifications will not be considered for an interview.**

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.