



## United States-China Friendship Volunteers (Peace Corps/China)



The United States-China Friendship Volunteers (U.S. Peace Corps), in cooperation with Sichuan University, is seeking to fill the following positions:

### **Administrative Assistant (AA)**

**Position Description:** The AA reports to the Director of Management and Operations (DMO), and primarily supports the DMO and Financial Assistant (FA), but may also work with the Cashier, General Services Manager (GSM), Executive Assistant supporting the Country Director and some Program staff.

The AA is responsible for assisting with time and attendance recording, financial processes and reporting, records maintenance, communications, procurement, and some basic computer processes for the U.S.-China Friendship Volunteers (Peace Corps) program.

#### **Qualifications:**

- Experience or training in accounting or bookkeeping
- Experience or training in maintaining financial records and filing systems
- Excellent ability to read, speak, and understand English
- Good ability to write English
- Proficient in MS Word and Excel, including data entry and the use of formulas, and Outlook
- Experience in researching regulations and applying them in practice.
- Good ability to handle a variety of tasks and contribute in a team environment.

#### **Duties include:**

- Manage all Timekeeper duties for the organization
- Follow Peace Corps and U.S. Government financial management rules, regulations, and practices
- Prepare procurement documentation and assist staff with expense reimbursement vouchers.
- Assist DMO and FA as needed with financial planning and reports
- Prepare travel and financial records; research and arrange travel
- Assist in preparation, distribution, compilation, analysis and evaluation of surveys
- Communicate with Peace Corps/Washington, Volunteers and staff, as needed
- File and maintain up-to-date and organized records
- Maintain current online version of the Peace Corps Manual
- Update Volunteer contact data in electronic applications
- Participate in post's safety and security training events

**Application Requirements:** Qualified individuals must submit a cover letter and resume/C.V. in **English**, describing qualifications and reasons for applying. Include contact info for 3 professional references.

Deadline for receiving applications: **April 6, 2012**

**Clearly mark information requests or applications "AA" and email, FAX, mail or hand deliver to:**  
[jobs@cn.peacecorps.gov](mailto:jobs@cn.peacecorps.gov); FAX - 028-8541-7152; mail- DMO, U.S.-China Friendship Volunteers,  
Sichuan University Mail Box 278, Wang Jiang Road No. 29, Chengdu, Sichuan, 610064.