

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-08A

OPEN TO: All Interested Candidates

POSITION: FINANCIAL SPECIALIST
TRAINEE LEVEL

OPENING DATE: September 4, 2015

CLOSING DATE: September 18, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: **TRAINEE LEVEL**

*Ordinarily Resident: Position Grade: LES-9
(LES-9 HRK 283,431 annual gross salary)

*EFM/MOH/NOR: Position Grade: FP-05 to be confirmed
by Washington

IDENTICAL POSITION IS BEING ADVERTISED AT THE FULL PERFORMANCE
LEVEL VACANCY ANNOUNCEMENT 15-08

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE
THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Zagreb is seeking an individual for employment in
country for the position of Financial Specialist position in the Financial
Management Office.

BASIC FUNCTION OF POSITION

The Financial Specialist is deputy to the Financial Management Officer (FMO) and is the senior LE Staff, serving as a point of contact for both Zagreb and Podgorica financial matters. The incumbent advises on all financial management operations. The incumbent provides advisory services to the FMO, Management Officer, and to sections and heads of serviced agencies. The incumbent implements, coordinates, and manages a full range of financial services including budgeting, financial planning and reporting, allotment accounting, vouchering, and cashiering. He/she is a responsible officer, designated an Authorized Certifying Officer (ACO), and is responsible for the accuracy and legality of the payments made from approved federal funds. Supervises 7 LE positions.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. University degree in Accounting or Finance (or Economics or Business Management) with appropriate study in accounting, mathematics and bookkeeping is required.

2. Five years of progressively responsible experience in managing financial accounts with emphasis on analytical judgement, drafting narratives and management skills is required. Two out of five years must have been US Government work experience.
3. Level IV (fluent) written and oral English and level IV (fluent) Croatian language is required.
4. Must have proficiency in accounting and budgeting procedures, and government financial regulations.
5. Must have excellent management skills, organization skills, and customer service skills.
6. Must have intermediate computer skills in MS Office.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY

Interested candidates for this position **must submit both Resume and DS-174 Application form** for consideration:

1. **Universal Application for Employment (UAE)** as a Locally Employed Staff or Family Member (**DS-174**); the form is posted on Embassy's internet (<http://zagreb.usembassy.gov>) and intranet site; and
2. A current resume or curriculum vitae.

Candidates who do not submit both Resume and DS-174 form will be considered not qualified.

4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Failure to follow these instructions will result in an incomplete application.

E-mail APPLICATION TO zagrebjobs@state.gov

If you don't have access to e-mail, fax or mail to:
American Embassy Zagreb – HRO (Financial Specialist – TRAINEE Level)
T. Jefferson 2, 10010 Zagreb
Fax no: +385-1-661-2371

For hiring policy and definitions please refer to Management Notice No 08-074 - Standard Requirements for All Local Positions at the Mission, dated July 23, 2008.

CLOSING DATE FOR THIS POSITION: September 18, 2015

An Equal Opportunity Employer

The US Mission in Croatia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.