



SUBJECT: **JOB OPPORTUNITY: BUDGET & FISCAL CLERK**

OPEN TO: **All Interested Candidates**

OPENING DATE: February 4, 2015 **CLOSING DATE:** February 18, 2015

WORK HOURS: Full time, 40 hours/week

SALARY: Ordinarily Resident: Starting annual salary for **Full-time performance**
354,152 Kč (Position Grade: FSN-5)

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and residency permits to be eligible for consideration.

The U.S. Embassy in Prague, Czech Republic is seeking an individual for a full-time position of Budget & Fiscal Clerk in the Budget and Fiscal Office.

BASIC FUNCTION OF POSITION

Provides secretarial and administrative support for Budget and Fiscal (B&F) and Human Resource (HR) sections - orders office supplies, place calls on existing Blanket Purchase Agreement (BPA) for maintenance of copy machines, printers and faxes. Manages Time & Attendance (T&A) process. Distributes interoffice and office mails. Logs and scans all incoming invoices into B&F/ General Service Office (GSO) share folder as well as into Ariba application. Attaches corresponding Purchase orders from Ariba to each invoice. Completes invoice packages for payment - attaches Receiving Reports. Scans invoices ready for payment for Post Support Unit (PSU) processing and e-invoicing procedure. Manages the entire Accounts Receivable process. Interacts when necessary with vendors in regards to payment schedule. Prepares official Value Added Tax (VAT) submission for reimbursement from the Government of the Czech Republic (GoCR), interacts with Czech Ministry of Finance in regards to changes in VAT return regulations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact email HROPrague@state.gov.



QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school is required.
2. Prior Work Experience: One year of clerical/administrative experience in firm/organization, which provided services to customers is required.
3. Language Proficiency: Level 3/3 (Good working knowledge) speaking/reading/writing in English is required. Level 4/4 (Fluent) speaking/reading/writing in Czech is required. **Language proficiency will be tested.**
4. Skills and Abilities: Incumbent must have good analytical skills and be able to extrapolate data based on partial or inconclusive information. High level of interpersonal skills is necessary in order to be able to communicate and relate invoicing and payment issues to Embassy customers as well as outside vendors. Good working command of Windows, email and MS office applications, especially Microsoft Excel as well as detail orientation is necessary as well.
5. Job Knowledge: General knowledge of DoS invoicing regulations and laws governing VAT returns.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFM) U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.



TO APPLY

Interested candidates for this position should submit the following or the applications will not be considered:

1. A current resume or curriculum vitae (CV) that provides the same information as on DS-174 (education and employment history, citizenship, veteran's status, and a notation if you have ever worked for the U.S. Government before); or
2. Application for Employment as a Locally Employed Staff or Family Member (DS-174).
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HRORPrague@state.gov. Please include "B&F Clerk" in the subject line.

Or by fax to: 257022811

Or by mail to:

Human Resources Office
American Embassy Prague
Trziste 15
118 01 Prague 1, Czech Republic

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The U.S. Mission in the Czech Republic 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.