



POSITION AVAILABLE

Are you a mission-oriented person looking to improve the lives of Dominican citizens through self-empowerment and community development?

Are you interested in being part of an administrative team, in a dynamic, bi-cultural organization that supports Americans who come to live and work in rural areas of the Dominican Republic?

Please apply for:

Administrative Assistant / Small Grants Coordinator

Full time position

Peace Corps Dominican Republic

POSITION DESCRIPTION:

We seek a qualified professional in Financial Management who will work as team in our administrative department to provide continuing fiscal support for an office of 40+ persons and 150+ field based volunteers who are conducting community development projects using small grant funds. This position encompasses the following duties:

- **Small Grants Coordinator:** Small grants coordinators are responsible for the day-to-day administration of grant projects at post. The coordinator is responsible for understanding program requirements and guidance and for ensuring that the post's policies, procedures, and approved grants are consistent with such guidance.
- **Accounts payable:** Take primary role in processing all liquidations for vouchers. Processing of all disbursements (Cash payments) / Serves as voucher examiner.
- **Financial system:** Prepares all entries for a wide variety of administrative needs.
- **Safety and Security:** Knowledgeable and supportive of Peace Corps safety and security policies and procedures.

Qualifications and Requirements:

Required:

- Bachelor's Degree (*Licenciatura*) in business administration or accounting.
- A minimum of 3 years of progressively responsible professional experience in accounting or financial management.
- Demonstrated command of all Microsoft applications and mobile technology.
- Fluency in English and Spanish. Non-native speakers will be evaluated.
- Valid Dominican ID (*Cédula*).
- Ability to pass a background check and maintain a security clearance.
- Demonstrated ability to work effectively in a multi-cultural team.

Interested applicants for this position must submit the following, or the application will not be considered:

1. A resume or C.V. that includes dates of professional positions held and dates of education and training.
2. A cover letter.

All documents must be in English. Official translation is not required.

This position is paid at local rates. The annual salary for this contract position ranges from RD\$472,620 to RD\$756,202 plus fringe benefits. Incumbent hiring salary will be based on work experience and salary history.

Please send resume and cover letter by April 25th, 2016 highlighting relevant experience to: pcdrjobs@do.peacecorps.gov. Position description available upon request.