US Embassy *Tbilisi, Georgia*

Announcement Number 09/15

Open to:	**All Georgian Students**
Position:	**Intern for Financial Management Office (FMO)**
Opening date:	**27 February 2015**
Closing Date:	**13 March 2015**
Work Hours:	**Part-time, 20-30 hrs per week**
Length of Hire:	**6 months**

NOTE: All information and statements submitted for an internship vacancy are subject to verification. Any willful misstatements will result in elimination for internship consideration, and if the individual is hired, subject to immediate termination irrespective of the length of internship.

Applicants should indicate the name of position for which they are applying for at the top of CV.

IMPORTANT NOTICE:
This is NOT an offer of Federal Employment;
There will be NO benefits;
There will be NO COMPENSATION;

MAJOR DUTIES AND RESPONSIBILITIES:

The primary duties of this position will be clerical and administrative, involving Financial Management processes and functions. The incumbent will gain general office and Financial Management experience through assisting the Budgeting and Accounting staff with maintaining documentation and controlling filing systems, entering data into Accounts Receivable database, creating Vendor codes and entering payee banking information into the financial database, preparing, distributing and monitoring bills of collection. This position may also assist with larger budgeting and/or accounting projects as and when available.

QUALIFICATIONS REQUIRED:

- Must be an undergraduate student at any higher education institution in Georgia and be advanced in his/her studies towards a university degree with a major including Financial, Accounting, Economic or Business Administration field;
- English level III - Good; Georgian level IV – Fluent;
- Good working knowledge of MS Office Suite, advanced knowledge of MS Excel;
- In addition to these qualifications strong numerical and communication skills are required.

TO APPLY:

Interested applicants for this position must mail or fax the following to HR Office:

(i) Resume / CV (in English);
(ii) Statement of Interest (in English);
(iii) Written permission on internship from university/graduate school (preferable in English);
(iv) Letter of recommendation (preferable in English);
(v) Transcript of academic studies (preferable in English).