

US Peace Corps/Guatemala seeks to contract a FINANCIAL ANALYST



The Financial Analyst is fully responsible for all work of the financial unit including budget formulation and monitoring, general accounting entries for all obligations and liquidation, reconciliation and documentation for all Peace Corps Guatemala financial transactions, including contracts, travel and volunteer “workload forecasting” management through the organization’s financial/budget system. This is a multi-function position requiring a great degree of planning, flexibility and creativity and a high degree of organization and ethics, will also act as the second Contracting Officer at PC/Guatemala.

Required and Preferred Qualifications:

- a. University studies in Business Administration or Accounting is required, degree is desirable.
- b. At least 5 years of progressively responsible work in technical accounting and/or finance, including budget preparation and contracts management, with at least 2 years of computerized accounting work, are required.
- c. Knowledge and understanding of the Peace Corps Manuals, Acquisition & Procurement regulations; Financial management regulations from the USG is desirable but not required.
- d. Able to deal with a broad scope and range of problems in setting and reconciling accounting records, collections, and payments.
- e. Ability to read and interpret regulations is required.
- f. Customer service-oriented, ability to work in a team and in a multicultural environment.
- g. Must have initiative, organizational ability, including attention to detail and accuracy.
- h. Ability to develop and maintain effective working relationships with other international organizations, contractors, and service providers.
- i. Level IV (Fluent) High degree of proficiency in both the written and spoken English and Spanish are required.
- j. Microsoft Office Suite and other basic computer knowledge is required

Annual Compensation ranges from Q230,000 to Q350,000 and will be negotiated based on salary history and experience, other bonuses to be made in accordance with local labor law. Must be a Guatemalan Citizen or possess a Guatemalan Residency at the time of application. Relocation assistance not offered. Individuals not meeting these basic qualifications do not apply. Please submit, in English and in PDF format: resume (including Guatemalan ID number or residency status), a letter of interest, proof of English proficiency, a letter of reference, and salary history to the following e-mail address hrguatemala@peacecorps.gov, no later than August 5, 2016 and identify your application in the subject as: ***Financial Analyst***