POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: **45/2014**
OPENING DATE: **09/24/2014**
CLOSING DATE: **10/10/2014**
POSITION TITLE: **CASHIER, FSN-7**
SALARY RANGE: **KZT 2,764,375 p.a. – KZT 3,463,395 p.a. (gross salary per year)**
WHO MAY APPLY: **ALL HOST COUNTRY NATIONALS**
OFFICE: **USAID/Central Asian Republics, Almaty, Kazakhstan**

MAJOR DUTIES: Under the administrative guidance of the Chief Accountant and technical guidance of the Regional Controller or his/her designee, the incumbent: 1) physically safeguards all cash "held at personal risk" and ensures that funds are stored at all times in a locked safe, except when making cash payments; 2) ensures that only authorized payments or collections are made from the imprest fund when sufficiently obligated funds are available; 3) ensures adequate funds are on hand at all times through timely submission of replenishment vouchers; 4) conducts daily cash counts and weekly reconciliations; 5) performs accommodation and reverse accommodation exchange transactions to authorized personnel; 6) conducts accounting and reporting for funds advanced by recording all daily transaction activity in prescribed cashier operations systems; 7) ensures proper reconciliation with general ledger system and Regional Payment Center records; researches reconciling items and makes corrections within appropriate cashier operations systems; 8) assists sub-cashiers with submission of liquidation reports in a timely manner, reconciling cash balances and receiving cash replenishment transfers; 9) receives collections from employees and accountable sub-cashiers, and provides with required receipts for official collection such as reimbursement of telephone fees, authorized use of official vehicles, etc.; 10) scans complete cashier voucher documentation set (including voucher, invoice, and any additional supporting documentation pertaining to the payment) in the electronic document filing system for permanent archiving after the voucher has been processed and paid; 11) maintains original files and records for payment schedules, vouchers and payment extracts; and ensures disposition in accordance with the USAID Records Management Handbook; 12) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (55%): Possession of a university degree in accounting and/or finance, public/business administration or other related field. Minimum one year experience in accounting or vouchering operations and strong understanding of financial operations principles; prior cashier or bank teller experience preferred. Proficiency at counting cash. Familiarity with local banking laws and procedures to facilitate deposits of collected funds and cashing of negotiable instruments. A sound knowledge of computer software (MS Word/Excel, Outlook Express, etc.) and electronic information handling.

- Teamwork/Interpersonal and Communication Skills (30%): Excellent communication and interpersonal skills. Candidate must be highly organized, strongly customer service oriented, and able to work under pressure.

- Language skills (15%): Level III (Good working knowledge) in English and Level IV (Fluent) in Russian.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo_hr@usaid.gov by COB Friday, October 10, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.