



Position Announcement

The United States Peace Corps in Macedonia seeks qualified and motivated candidates for the full-time position of Financial Specialist. The Peace Corps is an agency of the United States Government.

Financial Specialist

The Financial Specialist will serve as a key member of the Administrative Unit supporting the entire Peace Corps Macedonia program. The Financial Specialist is responsible for budget formulation and analysis and for the accounting, reconciliation and documentation of all Peace Corps Macedonia financial transactions. The Financial Specialist works directly with the US Embassy, local banks, vendors, and staff. The Financial Specialist provides expertise in human resources and management issues and serves as a certified US government contracting officer. The Financial Specialist maintains compliance with local labor laws. This is a high level position requiring excellent skills in budget analysis, planning and financial management.

The position is expected to commence on or about **January 1, 2015**.

The starting monthly salary is 110,000 MKD.

QUALIFICATIONS:

Mandatory Qualifications (Knowledge and Skills):

- University Degree in Business Administration, Economics, Accounting, Finance, or related field;
- Minimum 5 years progressive work experience in financial management with an international organization, preferably with a US government organization;
- Fluent Macedonian and English (both written and oral). Knowledge of Albanian or other national languages desirable;
- Knowledge of financial management and operations, accounting, contracting, human resources management and Macedonian labor/banking regulations;
- Demonstrated ability to analyze financial transactions, records, and reports, create and analyze budgets, manage accounting records and meet deadlines;
- Excellent interpersonal communication and time management skills;
- Experience working in a multi-cultural and multi-ethnic setting as a part of a multi-cultural team;
- Excellent knowledge of Excel and financial management systems.

Desired Experience:

- Previous experience working with an American or international team;
- Certified US Government Contracting Officer.

HOW TO APPLY:

Candidates must clearly describe how they meet *each* of the qualifications and submit a CV and a cover letter by email to jobs@mk.peacecorps.gov. (Please state the position you are applying for in the subject line of the email correspondence). Applications must be submitted no later than November 24, 2014.

* No phone calls or personal visits related to this vacancy will be accepted.

* Only short-listed candidates will be contacted.