

## VACANCY ANNOUNCEMENT

(Announcement Number: 14-43)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Cashier.

**OPEN TO:** All Interested Candidates

**POSITION:** Cashier

**OPENING DATE:** November 6, 2014

**CLOSING DATE:** November 20, 2014

**WORK HOURS:** Full-time; 40 hours/week

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

### **BASIC FUNCTION OF THE POSITION**

Serving as the Principal Cashier, the incumbent performs accommodation and reverse exchange for all authorized personnel of the Mission. The incumbent collects funds from proceeds of sale and other official sources and deposits into the U.S. Government accounts. The incumbent provides guidance to sub-cashiers in the proper handling of USG Imprest Funds, and maintains records for monthly sub-cashier verification. The incumbent prepares financial statements and provides cash count reports to Financial Management Officer.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Bachelor's degree in Business Science, Finance or Management/Accounting is required.
2. At least two years of experience in accounting/auditing or cashiering is required.
3. Level IV (Fluent) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Nepali is required.
4. A very good knowledge of general cashiering operations and practices is required.
5. The ability to analyze the interrelationship of accounts that are affected by varied transactions and documents is required. Strong mathematical skills are required.
6. Computer literacy with robust knowledge of various Windows-based computer applications and specialized accounting software packages is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO:**

Email: [recruitktm1@state.gov](mailto:recruitktm1@state.gov) (write “Application for Cashier” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Cashier”)**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE**

Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement.