



## Peace Corps Panama seeks Full Time FINANCIAL ASSISTANT

### REQUIRED QUALIFICATIONS:

- **Education:** Bachelor degree in Accounting, Finances or Business Administration is required. Masters degree preferred.
- **Prior Work Experience:** Incumbent must possess five-year prior work experience in Administrative/Finances/Accounting area is required.
- **Post Entry Training:** Organized, on-the-job training for six months on PC regulations and procedures; Peace Corps Accounting Financial Management System (FORPost), Peace Corps CFO/GAP regulations, budget planning tools (PBR, Mid-Year Review, IPBS), Personnel data tool (Odyssey Web application and SFTP), Peace Corps Manual, Overseas Financial Management Handbook (OFMH), Post self-appraisals tool AMCS, Cashier User Guide and Volunteer Handbook.
- **Language Proficiency:** Level IV (Fluent) written and spoken English and Spanish ability is required.
- **Knowledge:** Technical accounting and administrative general knowledge is required. Financial management, budget analysis and evaluation of data familiarity is required. Knowledge of the economical/financial structure of the Host Country, differences and similarities between U.S. and local cultures, business practices and procedures, Peace Corps philosophy, goals and objectives. Good knowledge of local labor law is required. Must be able to understand local banking requirements and restrictions and routine business processes.
- **Skills and Abilities:** Excellent interpersonal skills to deal with Volunteers, staff and Host Country Nationals. Must have the ability to interpret complex regulations and procedures applicable to the financial/accounting area for which Incumbent is responsible. Must be able to prepare precise, accurate budget reports, interpret data and provide advice with detachment and objectivity. Must have strong organizational skills, attention to detail and ability to work under pressure. Must have strong computer skills in spreadsheet and database management, word processing and accounting software. Good analytical skills and negotiation skills are required.

### POSITION ELEMENTS

- **Supervision Received:** Is under the supervision of the Director of Management and Operation (DMO). As a general rule little supervision is exercised for this position. Incumbent works independently with only accounting and FORPost generated documents reviewed and authorized by DMO. In addition, Incumbent is under Country Director's supervision in the absence of the DMO.

- **Available Guidelines:** Peace Corps Intranet where PC Manual, OFMH, AMCS, Cashier User Guide and Fiscal Coding Handbook are found. GAP bulletins, FORPost Help in FORPost database, and Volunteer Information Database (VIDA).
- **Exercise of Judgment:** Incumbent utilizes available guidelines, exercises independent judgment for most accounting and personnel matters related to FORPost transactions, except those that are usually complex and require a higher level decision making.
- **Authority to Make Commitments:** Authority to make commitments is limited to delegated authority related to volunteer payments, PSCs payments, travel advances, volunteers allowance advances in the absence of the DMO.
- **Nature, Level and Purpose of Contacts:** The level of contact related to the financial area, Peace Corps Washington CFO/GAP Voucher Examiner and Accountant, CFO/BA Budget Analyst, CFO/VPS Financial Management Specialist. FORPost support PC/HQ staff contacts for any matters related to FORPost issues. U.S. Embassy Human Resources staff in matters related to LES evaluations and other personnel issues. Volunteers and Trainees in matters related to payment of allowances and per diem reimbursement. PCS and LES staff in matters related to pay periods payments, Statement of Payments, EFT confirmations. Vendors in matters related to delayed payments, follow up questions on EFT payments, etc.
- **Supervision Exercised:** Supervision is exercised for two employees as well as in the absence of the DMO and in matters where CD delegates authority such as personnel leave request approvals, etc.
- **Time Required to Perform Full Range of Duties after Entry into the Position:** The time required for a qualified individual without previous experience in Peace Corps to begin performing the full range of duties of this position is six months.

\$1,900.00 - \$2,250.00 (commensurate with previous experience) monthly plus health insurance, life insurance, transportation allowance, 13<sup>th</sup> month and Bonuses.

\*This is a Personal-Service Contractor (PSC)/local hire position.\*

Applicants meeting the requirements are invited to send their resumes and cover letter by email to the address: [hire@pa.peacecorps.gov](mailto:hire@pa.peacecorps.gov) no later than December 31<sup>st</sup>, 2013

We will contact you in the coming four (2) weeks should your application meet the requirements of the vacancy notice.