



AMERICAN EMBASSY



VOUCHER EXAMINER

As our new Voucher Examiner, you will be responsible for examining a variety of difficult and complex invoices and other claims for payment with regard to goods and services including utilities. You will also be required to handle petty cash reimbursement vouchers and in-country travel reimbursement vouchers. [Do you have a good working knowledge of English? \(English will be tested\)](#), Do you have the ability to analyze the interrelationship of accounts that are affected by various transactions and documents, accounting codes and structures? Then you may be the person we're looking for!

Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses:

1. Position Title,
2. First, Middle, & Last Names as well as any other names used,
3. Current Address; Day, Evening, and Cell phone numbers,
4. E-mail address,
5. National Identity Card Number,
6. Names of any relatives or members of your household who work for the U.S. Government (Name, Relationship, Position, Location),
7. Are you between ages 18 and 60? (Y/N),
8. Have you completed GCE (A/L)? (Y/N, if 'Y', Results and Year of Examination),
9. Do you have two years of professional qualification in accounting or finance? (Y/N, if 'Y', Results and Year of Examination),
10. Do you have two years of experience in Accounting/Book Keeping or Voucher Examining? (Y/N – If 'Y', state employer, position title, years/months of employment in each position & summary of duties),
11. Your current monthly take-home salary.

Applications without the above separate page will not be considered

Your monthly take-home salary will be Rs.56,158/-

Your application should reach us on or before February 24, 2011 at P.O. Box 106, Colombo; or

Colombohr@state.gov. Please include "Voucher Examiner" on the top left-hand corner of the envelope, or, for e-mail, type "Voucher Examiner" in the subject line.

✓ **Only short-listed candidates will be contacted.**

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.