

Financial Management Clerk, FSN-05/FP-09

The U.S. Embassy Dushanbe is seeking an individual for a full-time position of **Financial Management Clerk, FSN-05/FP-09**. The Financial Management Clerk is the main point of contact for services provided by the Financial Management Center. For a majority of the time, maintains record of VAT filing, Accounts Receivable, Voucher Processing and Liaison with Post Support Unit (PSU). The incumbent monitors FMC email inbox and provide answer to customer inquiries. The Financial Management Clerk performs preliminary examination of invoices and liaison with vendors on payment issues.

NOTE: All applicants **MUST** complete **NARRATIVE SUPPLEMENTAL FORM** in order to provide detailed supporting evidence that he/she meets all of the following qualification requirements. Applicants who do not submit a completed **Narrative Supplemental Form** will not be considered for this position.

Qualifications required:

1. Completion of a secondary school is required.
2. 1-2 years of administrative work experience in a financial office is required.
3. Level III (Good Working Knowledge) in English, and Russian or Tajik is required. Language proficiency will be tested.
4. Must be adept at organizing and reorganizing his/her own work.
5. Must be able to explain clearly and concisely the rationale for decisions, such as reason for denied payment or request for additional information.
6. Ability to use MS Office Word and Excel and draft correspondence is required.

Interested applicants should submit a **current resume** (curriculum vitae) plus the completed **Narrative Supplemental form** that addresses the qualification requirements listed above at:

U.S. Embassy Dushanbe
Attn: Human Resources Office
109A Somoni Ave.
E-mail: Dushanbe_Jobs@state.gov

The deadline for application is September 7, 2015

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.