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Opening Date:	January 14, 2016
Closure Date:	Open until filled (first review January 22, 2016)
Position Title:	Cashier
Salary:	Developmental level starting at \$10,935.32 annually with benefits Full performance level starting at \$14,250.72 annually with benefits

### ***Position Announcement***

The United States Peace Corps program in Timor-Leste seeks a qualified and motivated candidate for the following full-time position: **Cashier**

The United Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Timor-Leste to be assigned to Districts to work with communities on development projects. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).

The **Cashier** will work as a member of the Administrative Unit supporting the entire Peace Corps Timor-Leste Program working under the direct supervision of the Director of Management and Operations (DMO). Duties include:

Major responsibilities include:

- Performs the full range of Class B Cashier duties The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of the Post impress fund.
- Deals directly with the US Disbursing Office (Financial Services Center), Peace Corps Washington staff (including the Cashier Liaison and the staff of the Financial Management Office), local banks, vendors, Peace Corps Timor-Leste staff, Pre-Service Training contractors, and Peace Corps Volunteers.
- Makes payments to vendors, staff, and Volunteers via electronic bank transfers and cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded.
- Responsible for administering staff and Volunteer travel, including preparing related authorizations and obligations, managing international reservations and processing travel vouchers.
- Responsible for a variety of additional financial and administrative tasks as assigned by the Director of Management Office (DMO).
- Responsible for Time and Attendance tracking for staff

#### **Qualifications**

**Education:** Bachelor's degree preferred. Some college-level education in Accountancy, Business Administration or comparable desired. High school graduation required.

**Professional Work Experience:** Three years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration preferred. Experience in international office greatly preferred. One year of professional experience in office setting required.

**Language:** Fluency in Tetum required. Fluency in English preferred. Professional working knowledge of English required.

**Skills and requirements:**

- Demonstrated ability to manage cash fund and analyze financial transactions, records and reports
- Ability to meet deadlines, meticulous work habits, attention to detail, and the highest level of integrity and honesty
- Ability to understand, interpret, and communicate complex transactions, policies, procedures, issues and inquiries in both languages
- Ability to travel outside Dili, occasionally overnight.
- Proficient in Microsoft Office computer applications, particularly Excel and Word.
- Incumbent is personally responsible for full accountability of the permanent and advance imprest fund amount.
- Strong numeracy skills.
- Proactive attitude and flexibility.
- Experience working in a cross-cultural setting as a part of an intercultural team.
- Effective coordination with Admin Staff and other PC units, key departments in U.S. Embassy, PC/W staff, and external parties in achieving specific objectives.

**Important! Applicants must clearly describe or demonstrate how they meet each of the above qualifications in a Cover Letter written in English to be considered. Resumes/CVs should not exceed 4 pages. Qualified and interested candidates should send their Cover Letter and Resume/CV by e-mail to [easttimorpc@peacecorps.gov](mailto:easttimorpc@peacecorps.gov). The Cover Letter and Resume/CV should be sent as attachments with the applicant's name in the file names. Applicants should use the following subject line for the email: Application for Cashier.**

**The Peace Corps is an equal opportunity employer. Closing date: position remains open until filled—applicants should apply before January 22 for priority consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.**