



# American Embassy

Corner of Independence and United Nations Avenues  
P.O Box 31617, Lusaka, 10101, Zambia  
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## CLASS B CASHIER

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Cashier in the Mission's Financial Management Office.

### CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 7, with a salary ranging from ZK 89,761,409.00 to ZK 138,849,161.00 per annum.

### MAJOR DUTIES & RESPONSIBILITIES

The incumbent maintains and is personally accountable for the U.S. Disbursing Office's monetary advance to the Embassy. The position provides ICASS cashiering services, including deposits, collections, petty cash disbursements, cash vouchers, accommodation exchange and interim advances to employees. S/he maintains records for all transactions, provides functional supervision to sub-cashiers, and acts as back up voucher examiner upon demand.

### REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Two year college diploma in Accounting is required.
- Two years in cashiering and/or five years in bookkeeping or accounting are required.
- Level IV (fluent) written and spoken English is required.
- In depth knowledge of cashiering procedures and accounting principles is required. Must be highly detail-oriented; possess good mathematical and organizational skills.
- Must be highly computer literate: solid command of Excel and Windows.
- Must have a sharp sense of customer service, Interpersonal skills and be able to work under pressure.

### NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **January 24, 2011**. Only candidates meeting the above requisites should submit their applications including CVs and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

*Only short listed candidates will be contacted.*