



American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia
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VOUCHER EXAMINER

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Voucher Examiner 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 provides ICASS voucher examination services to ensure timely and accurate voucher payments for travel, vendor and representational expenses, etc. S/he liaises with the bank to resolve any issues related to electronic payments and interacts with certain vendor's accounts receivable departments. S/he is also Post's point of contact for vouchers that are processed centrally by the Global Financial Center in the U.S.A.

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.
- Five years experience in bookkeeping and/or accounting is required.
- Level IV (fluent) written and spoken English is required.
- Knowledge of government accounting principles and financial management standards and procedures is required.
- Must possess good mathematical and organizational skills; be highly computer literate and possess solid command of Excel and Windows.
- Sharp sense of customer service, interpersonal skills, ability to prioritize tasks and work under pressure is required.

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 28, 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.

An Equal Opportunity Employer