



Vacancy Announcement

Cashier

The United States Peace Corps is a non-political, non-religious organization that will bring Americans to Viet Nam to serve as Peace Corps Volunteers. Volunteers will co-teach English language classes with Vietnamese teachers in secondary schools. The Peace Corps is serving in Viet Nam at the invitation of the Government of Viet Nam and working closely with Ministry of Education and Training with a goal to improve the English language skills of teachers and students. Peace Corps Volunteers commit to two years of service, will live with host families, and will support and co-lead additional school related activities in accordance with the school leadership. A new cohort of Volunteers will arrive each year. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship.

General information about the Peace Corps can be found on www.peacecorps.gov.

Position Title: Cashier

Opening Date: February 26, 2021

Submission Date for first review: March 22, 2021, Open until filled

Area of Consideration/Who may apply: All applicants must be a naturalized citizen or permanent resident of Viet Nam who are legally able to work within the country.

Point of Contact: Peace Corps Human Resources - PCVietNamJobs@peacecorps.gov

Market Value/Salary (per annum): US\$ 16,364– US\$ 24,536 + benefits

Period of Performance/ Length of Contract/ Work Schedule: *Definite term – five years/* Monday to Friday (40 hours per week). Peace Corps expects this contract to be continuing in nature for the contractor to perform under a series of sequential contracts, subject to the availability of funds.

Place of Performance: Peace Corps Viet Nam, Peace Corps office Ha Noi.

Security Level required: Local Security Certificate

Background information of the position

Under the supervision of the Director of Management and Operations (DMO), the employee performs the full range of Class B Cashier duties. The Cashier has full responsibility for the disbursement, accountability, examination, safekeeping, replenishment, and management of Post's Imprest fund. The Cashier 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/Viet Nam staff, Pre-Service Training (PST) contractors, and Volunteers. The Cashier makes payments to vendors, staff, and Volunteers via cash payments, ensuring that all such payments are valid, authorized, and properly documented and recorded. The Cashier is also responsible for a variety of additional financial and administrative tasks as assigned by the DMO.

Qualifications

Required:

- Education/Certification: Bachelor's degree required with some college-level education in Accountancy, Business Administration or comparable.
- Years of Experience: Minimum three years of progressively responsible experience in an office setting in accounting, finance and budgeting with significant knowledge in general business administration required.
- Proficiency in oral and written English and Vietnamese.
- Ability to travel outside Ha Noi, occasionally overnight.
- Proficiency in the use of Microsoft Office, especially spreadsheets.

Preferred:

- Working knowledge of government/fund accounting

Duties and Responsibilities / Tasks and Deliverables

Imprest Fund Management:

Note: Before the staff member is granted a permanent designation as a cashier, the staff member must complete an NFATC cashier correspondence course or an FSC sponsored course and pass an examination required by RM. A temporary designation not to exceed 180 days may be granted by the servicing USDO to allow the cashier to complete the course and pass the examination.

After receiving Cashier Designation, the Cashier is personally accountable funds in local currency and USD; the amount is adjusted as necessary. In compliance with the U.S. Treasury and Peace Corps regulations, ensures that the Imprest fund and other negotiable instruments are properly maintained and safeguarded. The Cashier ensures proper payments, advances, collections, replenishments, reconciliation, and documentation of fund amounts.

- Makes properly authorized cash payments to commercial vendors, contractors, staff, and Volunteers. Verifies all vouchers for correct computations, and completeness prior to submission to DMO for approval of payment. Ensures that all payments are made from the Cashier's window, except for periodic pre-approved travel to a training site for the purposes of reimbursements.
- Provides interim advances for the purchases of supplies to Peace Corps staff when authorized by the DMO or Country Director (CD). Advances must be cleared within 3 business days. Reports to the DMO weekly on the status of outstanding advances.
- Monitors and anticipates cash flow expenditures to maintain sufficient cash for Peace Corps operations while remaining below authorized accountability levels. Prepares semi-annual reports for Peace Corps/ Washington.
- Prepares weekly replenishment requests (unless expecting collections that will raise imprest balance over authorized accountability).
- Serves as the primary point of contact with local bank officials on matters pertaining to Peace Corps/Viet Nam banking operations. Contacts the bank on a regular basis to inquire on replenishment checks (in particular, during PST) cashes checks (within two business days) and withdraws funds from the imprest bank account immediately upon being notified of replenishment funds to maintain enough cash to manage operations while minimizing the actual cash kept on hand.
- Ensures the checking/sweep accounts are reconciled at the end of each month and submits the monthly bank statement to FSC Bangkok and Peace Corps/Washington.
- Performs the analysis and submits requests for temporary increases to imprest level during the PST and periodically as needed.
- Prepares and maintains accountability for advances to alternate cashiers when such advances are properly authorized.
- Collects funds due on bills of collection, travel advance reimbursement, and proceeds of sale; retains or deposits collected funds, as appropriate. Maintains all collections records and documents. Prepares weekly replenishment requests and submits requests with supporting documentation to the OGAP (Peace Corps/Washington).
- Balances imprest fund on a daily basis, and reconciles imprest fund with ACDC reports immediately upon arrival each Monday.

Finance and Accounting:

- Enters all cash transactions into ForPost on a real-time basis, coding all payments and collections according to policy in the Peace Corps Manual and the Overseas Financial Management Handbook.
- Maintains all records of and ensures the safekeeping of all accountable forms, including collections
- Maintains accurate and current files of sub-vouchers, cashier replenishment requests, purchase card and travel card, reconciliation and verification documents, FSC Bangkok reports, and all other relevant cashier documents. Prepares reports as required, meeting timelines as set down by DMO, IFO, FSC Bangkok, Peace Corps/Viet Nam, and/or Peace Corps/Washington.
- Serves as the Collection Officer, and monitors the Outstanding Collections Report on a weekly basis.
- Assists with coordination of Value Added Tax (VAT) refunds and maintenance all financial paperwork associated with VAT reimbursements.
- Recommends possible solutions to the DMO and FS about financial issues or the establishment of suitable control procedures.
- Provides payment information to vendors as needed.

Travel:

- Monitors the Outstanding Travel Advances Report on a weekly basis.
- Serves as a cardholder of USG centrally billed Travel Card. Liaise with vendor to pay goods and services received and maintain complete purchase file.
- Establishes and adjusts Travel and obligations as necessary.
- Assists with preparation of Travel Authorizations for International Travel.
- Assists with preparation and review of International Travel expense reports.
- Assists with International Travel bookings.

Volunteer Support:

- Serves as the point person for all PCV/T payments including forecasting funding needs, ensuring obligations are in place and answering related PCV questions.
- Facilitates the opening of bank accounts for Volunteers and serves as the point of contact for all bank related issues.
- Provides training and information guidance to Volunteers, Trainees, and staff members on submission of proper receipts and vouchers and other cashing issues.
- Prepares VICA entries, and ensures documentation is in place. Advises DMO of suggested improvements to volunteer payments and support.
- Assists with presentations during Peace Corps trainings including In Service Training (IST), PST and Close of Service (COS) Conferences as needed.
- Assist with process for COS and early termination of volunteers.

Other Duties:

- May be an authorized holder of a purchase card after successful completion of the requisite purchase card training and receipt of a Delegation of Purchase Card Authority letter issued by the Senior Procurement Executive. Must adhere to the limitations contained in the Delegation of Purchase Card Authority and follow all instructions provided by the Office of the Chief Financial Officer (OCFO), including policies and procedures contained in Manual Section 731 and the Overseas Financial Management Handbook (OFMH), in execution of purchase cardholder duties and responsibilities.
- Coordinates with the Finance Manager on all issues related to Peace Corps/Viet Nam finances.
- Other duties as assigned by the DMO.
- Supports other teams as needed taking on back-up support responsibilities and carrying out duties and responsibilities of agreed upon positions when deemed necessary by the Country Director and/or Supervisor for the successful management of Peace Corps operations in Viet Nam.

Standard Roles and Responsibilities

A. Safety & Security:

All members of the Peace Corps team must be familiar with the Emergency Action Plan, their responsibilities in the event of an emergency, and with the procedures for reporting and responding to safety and security incidents.

The duties and responsibilities, particularly as they concern Volunteers and Trainees, include, but are not limited to, the following:

- Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD.
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
- Acts as Duty Officer as assigned: A Duty Officer is “on call” 24/7 for a one-week period, is restricted from travel during that period, and must be available through the Duty Officer cell phone at all times. The Duty Officer works closely with the Safety and Security Manager.

Evaluation and Selection Criteria: Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above. Those applicants who meet the required qualifications will be scored based on the preferred qualifications. Highest scoring candidates will be called in for an interviews, language and skills test (presentations, excel/word tests). Performance from all interviews and skills test will be considered as a whole package to ensure the best candidate is selected that meets the needs of the Peace Corps mission. Professional reference checks will be conducted for selected candidates.

How to apply:

Please submit the following in English by email (with your name and the position you are applying for in as the subject of the email) as one PDF file to PCVietNamJobs@peacecorps.gov:

1. Application Cover Letter
2. Curriculum Vitae (CV)

Closing date: Applications should be received 6:00 pm Friday, March 22, 2021 for consideration in the first review. Position remains open until filled. Applications for one position maybe considered for any current open position. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

All applicants must pass a background/security investigation and a medical certification. Any contract offer with the US Peace Corps is contingent upon a candidate's ability to secure the necessary certifications.

All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

The application must contain all the information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.

Benefits and Allowances:

BENEFITS:

- One-month basic salary Tet Bonus
- Contribution to mandatory insurances pursuant to GVN's law/ regulations including social insurance, health insurance and unemployment insurance.
- Coverage of additional health insurance 90% for incumbent and each eligible family member
- Annual and sick leave according to local labor law

ALLOWANCES (as applicable):

- Unique Condition Work allowance: 7% of Annual basic salary (upon annual review).
- Miscellaneous Benefits Allowance: US\$1,000 per annum or US\$3,000 per annum

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. The U.S. Peace Corps Vietnam will provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, ethnicity, sex, national origin, age, disability, political affiliation, marital status, pregnancy and maternity or sexual orientation. The Peace Corps will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.