

**Peace Corps El Salvador Vacancy Announcement**

**Principal (Class B) Cashier**

One or more positions available, depending on need and availability of funds

POSITION: Principal (Class B) Cashier

OPENING DATE: November 24, 2023

CLOSING DATE: December 10, 2023

The United States Peace Corps in El Salvador is seeking qualified individuals in the field of International Development to serve as a full-time Cashier/Travel Coordinator in our main office in San Salvador. This vacancy may be used to fill multiple positions.

Starting salary of $23,366 annually, depending on qualifications, inclusive of annual fixed benefits, (meal allowance, benefits allowance, annual bonuses).  Health insurance and retirement benefits are also provided.

**Minimum Qualifications and Requirements:**

* Current Salvadorean citizen, resident, and/or work permit
* A Technical Degree in Accounting and five years of progressively responsible work in technical accounting or bookkeeping, with at least two years performing cashiering work

--OR--

Ten years of experience in funds management and accounting practices related to petty cash

* At least
* Professional fluency in Spanish and English. Professional fluency will be considered as comparable to C1 on the CEFR scale, a TOEFL score of at least 95, or a degree from an English speaking country. All certificates must be dated within the past 3 years. Language tests may be administered to verify ability.

**The full Statement of Work is included for review on pages 3-6**

Interested applicants for this position must submit ***all*** of the following information by email in order for their application to be considered:

1. A completed Application Form (pages 7-11), including three professional references
2. A resume or CV
3. A cover letter
4. Verification of language fluency

All documents must be in English and submitted to [SV-Vacancies@peacecorps.gov](mailto:SV-Vacancies@peacecorps.gov) Attention: Contracting Officer. In the subject line of your email, please use the following format: *Position for which you are applying your full* *name. E*xample: ***Cashier\_ Application John Brown.*** Only complete applications received according to the above instructions will be considered, and only short-listed candidates will be contacted. The United States Peace Corps is an Equal Opportunity Employer.



**Principal (Class B) Cashier**

The Principal Class B Cashier operates under the supervision of the Director of Management & Operations (DMO). This position functions as the Disbursing Officer controlling and assuming legal responsibilities for all cash payments. As designated Class B Principal Cashier, s/he is responsible for maintaining an Imprest Fund, according to US Treasury, Department of State, and Peace Corps (PC) rules and regulations. The incumbent is personally responsible for these funds, their obtainment, safeguard, disbursement, collection, and accounting, according to U.S. Treasury and Peace Corps appropriate rules and regulations. S/he ensures that timely and correct payments are made to PCV/Ts through both cash and regular electronic funds transfers.

This position also serves as the main coordinator of domestic and international travel for staff and Peace Corps Volunteers and Trainees (PCV/Ts), maintaining all necessary records and documentation. The cashier reports to the Director of Management and Operations (DMO).

**Major Duties and Responsibilities**

**A. Cashiering**

Principal or alternate cashier: May be designated a principal or alternate cashier after consultation with OCFO/GAP, pending final approval by Comptroller and Global Financial Services (CGFS) Charleston or Bangkok. Responsibilities as a cashier include performing limited cash disbursements as directed by the Director of Management and Operations, proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing cashier duties. (See MS 760 and OFMH 13)

* Responsible for the correct disbursement and collection of funds for all approved payments/collections to or from Peace Corps Volunteers, Trainees, Staff, and Vendors. This includes approved advances to staff and/or sub-cashiers.
* Ensures adequate cash for daily operations and emergencies, and is responsible for the timely replenishment of the imprest fund (at least once per week).
* Performs daily verification and cash count of imprest Fund and related supporting documents ensure integrity of local currency and U.S. Dollar Funds, including all required reports and documents (reconciliation statements, ACDC report).
* Ensures that all documents presented for payment are authorized in compliance with applicable regulations, and are paid on a timely basis. Reviews and verifies receipts, invoices, and supporting documents presented for payment for appropriateness and compliance with applicable regulations. Records all transactions in the financial system at the time of the transaction.
* Responsible for safekeeping sub-vouchers and cash funds.
* Reconciles collections and deposit transaction records with ACDC reports received from the US Disbursing Officer and the financial management system.
* Verifies that all Bill of Collection documentation has been properly prepared, submitted and recorded. Upon receipt of funds, records payments and generates/issues General Receipts.
* Reviews the size of local currency and US Dollar funds for appropriateness and conformity with PC regulations, and recommends modifications every six months. Makes recommendations for methods of payment to maintain this fund as low as possible. Processes payments under emergency procedures when necessary.
* Responsible for obtaining the necessary waivers from Washington DC, to be able to make cash payments, and updating such waivers as necessary.
* Establishes good working relationships with the Cashier Monitors in PC/Washington, the State Department’s Financial Service Center, and with local banks.
* Provides training to staff on the procedural steps for reimbursements, cash advances, invoice management and receipt of payments to their accounts.
* Provides training to Alternate and Sub-Cashiers on how to correctly carry out these duties

**B. Volunteer Support**

* Reviews and enters reimbursements and payments for Volunteers in the payroll database twice monthly; manages periodic adjustments to payments for recurring supplements and allowances.
* Prepares periodic cash deposits to Peace Corps Volunteers bank accounts and notifies PCVs of deposits, in coordination with other administrative staff members.
* Works closely with the local commercial bank to organize the opening of new accounts for arriving Peace Corps Trainees.
* Provides training to PCV/Ts on the procedural steps for reimbursements, cash advances, invoice management and receipt of payments to their accounts.
* Oversees surveys of Trainees’ and Volunteer Allowances to determine appropriateness of payment levels. Generates reports and performs analyses of allowances to present to post leadership and headquarters offices in order to enact adjustments.

**C. Domestic and International Travel Management**

* Prepares and updates quarterly and individual in-country and international Travel Authorizations (TAs) for Staff, Volunteers, Trainees, Invitees, Counterparts, and other individuals based on travel forms, historical data and approved information provided by senior staff
* Liaises with travel agencies to purchase air tickets and makes additional travel arrangements with airlines, airport transfer, and the local and/or government travel agency
* At the beginning of each quarter, prepares all necessary estimates for financial obligations of staff and PCV travel
* Closely monitors all travel-related spending, providing periodic updates to the DDMO and DMO, making recommendations for adjustments or de-obligation of funds as-needed
* Coordinates with PCVs prior to their departure to confirm their travel options and makes necessary preparations in accordance with OFMH Sections 2.10 and 60.6 and the Peace Corps Manual
* Maintains and updates records of all travel requests, authorizations, obligations, advances, payments, and vouchers. Periodically reviews the financial management system to ensure that it reflects the documentation on file.
* Conducts an annual analysis of staff and PCV per diem rates, making proposals to senior management for adjustments as necessary.
* Serves as liaison with travel agencies to ensure proper and timely invoicing.
* Reviews all travel vouchers prior to submitting for approval by another Contracting Officer
* Prepares periodic budget analyses and proposals related to travel expenditures for review by the DDMO and DMO
* Participates in the training and orientation of new personnel with regard to travel procedures and regulations
* Travel card holder: May be an authorized holder of a travel card after successful completion of the requisite travel card training and receipt of a Travel Card Appointment issued by Agency Travel Card Program Coordinator. Must adhere to the limitations contained in the Appointment document and follow all instructions provided by Management/Administrative Services/Transportation (M/AS/T), including policies and procedures contained in MS 801, in execution of travel cardholder duties and responsibilities.

**D. Other Duties**

Safety and Security: 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.

Performs other duties or assignments, when deemed necessary by the Country Director and/or DMO, for the successful implementation of Peace Corps program and/or operations in El Salvador.

**Other Flexibilities**

If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/El Salvador, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

**Logistics**

The duty station for this position will be the Peace Corps El Salvador main office in San Salvador, with occasional travel required throughout the country or internationally. The basic full-time work week is 40 hours per week, Monday through Friday.

**Minimum Qualifications**

Education and Prior Work Experience: A Technical Degree in Accounting and five years of progressively responsible work in technical accounting or bookkeeping, with at least two years performing cashiering work; or, ten years of experience in funds management and accounting practices related to petty cash.

Language Proficiency: Fluency in Spanish and English is required. Professional fluency in English will be considered as comparable to C1 on the CEFR scale, a TOEFL score of at least 95, or a degree from an English speaking country.

Skills and Abilities: Ability to deal with a broad scope and range of problems in collections, payments, and in reconciling sub-cashier accounts. Strong organizational skills, including attention to detail and accuracy. Ability to independently read and interpret regulations. Ability to prepare accurate reports, make basic calculations, and understand petty cash management practices. Ability to deal tactfully with a wide range of individuals of different cultures and relate well to others, the position requires considerable interaction with staff, Volunteers and the general public. Must be fully proficient in the Microsoft Office Suite.



**Peace Corps/El Salvador**

**JOB APPLICATION FORM**

***Responses must be typed onto this form, and only complete applications will be considered***

**Section 1**

1. **JOB INFORMATION**

**Vacancy Position Title:** Cashier/Travel Coordinator

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Address** |  |
| **Phone numbers** |  |

1. **EDUCATION**

Complete the following information for all high schools and universities attended, beginning with your most recent:

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

*(add additional schools as-needed)*

1. **WORK EXPERIENCE**

Complete the following information for all related work experience over the past 10 years *(paid and non-paid)*, beginning with your most recent.

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

*(add additional work as-needed)*

1. **OTHER QUALIFICATIONS**

Please list any **job-related training courses** including titles and dates, skills, (e.g., foreign languages, computer knowledge, typing speed), as well as any **job-related certificates, licenses, honors and special accomplishments**:

**Section 2**

*Please read each of the following questions carefully and answer yes or no:*

1. Have you ever served as an applicant or Peace Corps Volunteer (including Response), or as an officer (USDH, PSC, or FSN), if yes, identify the position or job title, including the type of employment, title, start and end dates of your employment.

**\_\_\_ Yes \_\_\_ No**

1. Do you have a technical degree in Accounting and five years of experience, or – if no degree – at least ten years of experience in funds management and accounting practices related to petty cash?

**\_\_\_ Yes \_\_\_ No**

1. Do you have professional fluency in both Spanish and English?

**\_\_\_ Yes \_\_\_ No**

*If you answered “yes” to all of the questions above, please complete the next section. Please read each question below carefully and ensure that your response sufficiently demonstrates your qualification and suitability for the position. Please note that answers will require more than a “yes” or “no” response; please go into as much relevant detail as possible.*

1. Describe in detail your professional experience handling cash and performing accounting or bookkeeping duties.

**Response:**

1. Discuss your experience working both independently and as a team member, including the challenges of each and how you overcame them.

**Response:**

1. Describe your experience interpreting and applying policies and regulations in the workplace.

**Response:**

**Section 3**

Provide the name and contact information of three (3) professional references, one of which should be a current or former supervisor:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

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| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

*This application form must be sent along with your cover letter, resume, and language certification for consideration.*