



AMERICAN EMBASSY, COLOMBO

Voucher Examiner (Female/Male)

We encourage both women and men to apply for this position. The United States Embassy seeks a diverse workforce with equal opportunity for all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

This position is responsible for reviewing and examining a full range of standard to difficult and complex vouchers involving the purchase of goods and services, building and maintenance contract, housing leases, utilities and other miscellaneous expenses. Voucher Examiner is also providing customer service support and technical support and, s/he maintains up to date records of processed payment vouchers, keeps track of payment information.

The work schedule for this position is: Full Time - 40 hours per week.

The monthly gross salary for this position will be Rs. 111,819/-

Qualifications Required:

- 1. Education** - Completion of two years of post-secondary (G.C.E A/L) studies in Finance, Accounting or Business Management is required.
- 2. Prior Work Experience** - Three (03) years progressively responsible experience in Accounting, Budgeting or general office work is required
- 3. Language Proficiency** - Level IV (Fluency) reading, writing, and speaking English is required.
(This will be tested).
Level IV (Fluency) reading, writing, and speaking Sinhala/Tamil is required.
- 4. Skills and Abilities** - Ability to make sophisticated judgments in assigning correct accounting classification codes and analyzing interrelationships of accounts impacted by various transactions. Must be skilled in use of calculating tools to obtain required results such as ratios and percentages to be able to detect incorrect information. Must be able to understand and follow complex oral instructions and written guidance. Ability to draft simple and straightforward memoranda and correspondence.

Required Documents:

To apply for this position applicants **must electronically submit copies of the documents listed below** along with the electronic application, to be considered for employment. Failure to do so may result in a determination that the applicant is not eligible and qualified.

- Relevant Educational Certificates
- Relevant Service/Work Experience Certificates
- Proof of citizenship (National Identity Card/Passport and/or Work Permit)

How to Apply:

Please visit our website <https://lk.usembassy.gov/embassy/jobs/> to submit your applications through Electronic Recruitment Application system [ERA]. Before you continue with the application process, please carefully read the instructions available on our website.

PAPER OR E-MAILED APPLICATIONS ARE NOT ACCEPTED

Your application should reach us on or before September 11, 2020.
Please note, only shortlisted candidates will be contacted.