

## **Supervisory Voucher Examiner**

The American Embassy is inviting applications for the post of Supervisory Voucher Examiner. The incumbent supervises and manages the workflow of the Voucher Examination unit in the Financial Management Office. The section consists of three voucher examiners who process a range of vouchers from the least to most complex for the Embassy. Performs pre-certification review of all voucher types (travel, services, utilities, leases, awards, education, telecommunications, grants, purchase orders, etc.) to ensure that all payments are legal, proper and correct. Assumes responsibility for quality control, speed and accuracy of voucher processing to meet established standards. Provides guidance and training to subordinates.

Applicants must have Must have a bachelor's degree with a major in accounting and finance and have three to five years of progressively responsible experience in voucher examining/accounts payable, accounting, or auditing work. They must also have excellent leadership and supervisory skills. Ability to understand and properly apply applicable rules and regulations governing fiscal operations; and ability to adjust and adapt to changes in such procedures and regulations. Must have tact and ability to explain clearly and convincingly the rationales for payment/allowance denials to vendors. Proficient in the use of Microsoft Office software such as Excel, Word and Access. Good working knowledge of English and Bahasa Malaysia is required.

The minimum starting annual salary is RM52,395. Benefits include a two-month bonus, a higher EPF employer contribution rate, group life insurance, etc. Please write in (with phone number and expected salary) to the Human Resources Office, P.O. Box 10035, 50700 Kuala Lumpur by November 6, 2009. Only short listed candidates will be notified.