



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: BPSS 2018-075R1**

**OPENING DATE: 06/27/2018**

**CLOSING DATE: 07/11/2018**

**POSITION TITLE:** ACCOUNTING TECHNICIAN I

**SALARY:** GL—9/1, \$440.04 B/W

**LOCATION:** BUREAU OF PUBLIC HEALTH-CHC  
MINISTRY OF HEALTH

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

- Receives, verify and process requisition to ensure every request complies with requirements for procurement (i.e. justifications, availability of funds and other requirements). Process allotment and budget shifting request from PCHC accounts for local and federal grants. Support PCHC in the process of generating financial report on a monthly basis to PCHC governing board. Making bank deposits of checks, moneys and other financial items. Prepare and transmits fiscal related document and correspondence as assigned and or when necessary; support the preparation of Financial Statement Report (FSR) annually to be submitted to the Grantors.....50%
- Assist PCHC Administration with daily departmental functions and make sure all functions are performed in compliance with departmental procedures. Assist with grants management activities including budget preparations and reviews, grants applications process, grants submission and post award activities (i.e. budget revisions, budget allocations and etc.) Assist with budget request & processes including compiling data for budget calls and etc.....50%
- Participate in trainings and conferences related to finance, accounting and grants management. Participate in MOH sponsored conferences, trainings and meetings.....50%

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma with at least two (2) years of work related experience in accounting.