



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-2019-083

OPENING DATE: 03/18/2019

CLOSING DATE:CONTINUOUS

POSITION TITLE: SME TAX AUDITOR I-II (3POSITIONS)

SALARY: GL-11/1-12/1; \$543.65 -\$ 605.62 B/W

LOCATION: BUREAU OF REVENUE & TAXATION
MINISTRY OF FINANCE
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

Coordinate, Perform and Conduct Audits

1. SME Auditor I shall be responsible for effectively managing own cases and will review a Range of information; complete detailed risk analysis and examine financial systems and Controls to determine customer compliance. 65%
 - a) Conduct desk audits.
 - b) Prepare cases for audit.
Collate data and information relative to the risks identified during the CRM process and relative to the type of audit to be undertaken.
 - c) Manage and complete audit
2. Issue assessment for discrepancies ascertained 15%
3. Manage taxpayer objection to assessments 15%
4. Other duties as instructed. 5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree in accounting or business administration or a related field from an accredited college or university is required. In absence of a degree, three years' experience in audit may substitute for a formal degree.