



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 2019-143

OPENING DATE: 06/05/2019

CLOSING DATE: 06/18/2019

POSITION TITLE: ACCOUNTING TECHNICIAN I

SALARY: GL—9/1, \$440.04 B/W

LOCATION: DIVISION OF NATIONAL TREASURY
BUREAU OF NATIONAL TREASURY
MINISTRY OF FINANCE

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

This position duty station will be at Bureau of Customs & Border Protection.

- Perform technical accounting work with general supervision;
- Assist customers and applicants with their inquiries;
- Engage in post entries and data analysis;
- Review and verify financial accounts, correspondences, and any other types of accounting related information to ensure validity and propriety of information;
- Maintains the system for accounting functions and provide advisory service to supervisors and management;
- Assist in the production of special reports as required by the management;
- Assist in the supervision and training of lower level accounting personnel;
- Engage in collection, distribution, depositing, reconciliation, compilation, classification process and evaluation of financial data;
- Assist in the preparation of statements, billings, trial balances, journal vouchers, receipts, assessments, etc.;
- Process Accounts Payables/Disbursements, Accounts Receivables, and other assets and liability accounts;
- Participate in the budget preparation, internal control, and systems review;
- Maintain records such as ledgers, vouchers, statements, and files;
- Perform other accounting related tasks or duties assigned by supervisors or Chief

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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