



# 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 2019-101R1**

**OPENING DATE: 06/21/2019**

**CLOSING DATE: Continuous**

**POSITION TITLE:** ACCOUNTING TECHNICIAN I

**SALARY:** GL—9/1, \$440.04 B/W

**LOCATION:** DIVISION OF FINANCE & ACCOUNTING  
BUREAU OF NATIONAL TREASURY  
MINISTRY OF FINANCE

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

Primary Responsibilities:

- Receives invoices and overtime forms from departments
- Verify approvals of invoices
- Verify overtime hours request not to exceed hours as required on applicable laws.
- Enter and print billings
- Mail or Email AR billings to customers
- Produce statement on a monthly basis to customers
- Credit wire transfer payment to customer accounts
- Prepare monthly AR reports
- Maintain good filing system
- Maintain good communication with staff and customers
- Prepare journal vouchers as required

Other duties assigned:

- Assist auditors with questions and obtaining supporting documents.
- Respond to inquiries from customers, staff and vendors in person and on the telephone.
- Assist with the revision, formulating and developing guidelines to implement policies and procedures designed to improve controls and other changes to record keeping and accounting systems.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

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