



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 2020-082R1

OPENING DATE: 03/02/2020

CLOSING DATE: CONTINUOUS

POSITION TITLE: ACCOUNTING TECHNICIAN I

SALARY: GL—9/1, \$440.04 B/W

LOCATION: DIVISION OF FINANCE-TRAVEL SECTION
BUREAU OF NATIONAL TREASURY
MINISTRY OF FINANCE

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

Primary Responsibilities.....85%

- Process travel authorizations and travel vouchers
- Prepare GRTs and process payments to travel agencies and vendors
- Prepare payroll deductions
- Prepare billing notice to customers
- Maintain good filing system
- Communicate verbally and in writing

Other projects assigned.....15%

- Assist auditors with questions and obtaining supporting documents
- Respond to inquiries from Customers, staff and vendors in person, email or by phone call.
- Reconcile and prepare monthly reports.

Perform other related duties as assigned.....5%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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