



## VACANCY ANNOUNCEMENT

VA#: 2017- 002  
Open: 1/18/2017  
Close: Until Filled

**Position:** Accounting Technician (Purchase Order Technician)

**Salary :** PL-7/1-12 @ \$9,913.00 to \$16,954.00 per annum  
(Depending on qualifications)

**Location:** Administration Department (Business Office)

### **Examples of Duties:**

- Contributes to the effective control of College accounts payable activities, by ensuring all appropriate documentation is accurate, complete and dully authorized, payments are reconciled prior to issue of checks and, where required, obtains credit for pre payments.
- Controls and monitors authorized travel for staff and students by coordinating and reconciling payments for air travel and per diem requirements.
- Responsible for drawing all checks for payment and distributes those going to off-island suppliers.
- Updates all RQ's & make sure invoices are attached before submit to accounts payable; also scan files.
- Contributes to the efficiency of the College's accounting and reporting activities by close attention to accurate data input and verification of posting corrections, preparing and submitting purchase order and account payable reports on a regular, or as required, basis and by timely preparation of all required year end fiscal reports coming under his/her area of responsibility.
- Produces computer reports on purchase orders and accounts payable. The incumbent also prepares fiscal, year end account payable listings and a report on all prepaid purchase orders to enable balance of year end accounts.
- Take a full and active part in the promotion of excellence in every activity, service, or program he/she provides.
- Challenged to continually identify innovative, more efficient, cost effective ways to satisfy the needs of students, staff and the community and to make recommendation for implementation of the improvements.

### **Minimum Qualification Requirements:**

AS degree in Business Accounting; plus two year experiences in accounting. Payable experience preferred, but candidate should have experience in an accounting environment. Knowledge of Microsoft Word/Excel required.

### **General Information:**

Application Forms can be obtained from Human Resources Division at the above address or at our website: [www.palau.edu](http://www.palau.edu). Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see us or email us at [hr@palau.edu](mailto:hr@palau.edu).

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