



VACANCY ANNOUNCEMENT

VA#: 2021-014
Open: 9/14/2021
Close: Until Filled

Position: Accounting Technician (Payroll)

Salary : PL-7/1-30 @ \$13,081.00 to \$23,231.00 per annum
(Depending on qualifications)

Location: Administration Department (Business Office)

Examples of Duties:

- Performs tasks to establish and maintain employee/payroll records. Duties may include checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, entering new hires into the payroll system, posting changes in pay and tax status, and miscellaneous changes.
- Other duties include balancing and controlling earnings and deduction totals, calculating and preparing general ledger entries, inspecting automated system output such as registers and standard reports, determining and correcting out-of-balance conditions, preparing and filing tax reports, gathering payroll data for inclusion in financial statements, and researching and preparing special reports for management.
- Filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management.
- Performs a variety of accounting clerical tasks involving the preparation and maintenance of financial and related records. Duties may include auditing and reconciling bank statements, clearing payroll accounts and maintaining payroll general ledger accounts, and remitting taxes, levies, and garnishments.
- Prepares various accounting papers, schedules, exhibits, and summaries. Determines the need for new accounts and revisions in the account structure. Researches and advises payroll staff concerning the accounting treatment of complex transactions. Prepare materials for external auditors.

Minimum Qualification Requirements:

AS degree in accounting and two years of experiences. Payroll 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. 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.

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