



VACANCY ANNOUNCEMENT

VA#: 2021-020
Open: 10/14/2021
Close: Until Filled

Position: Accounting Technician (Receivable)

Salary : PL-7/1-12 @ \$13,081.00 to \$23,231.00 per annum
(Depending on qualifications)

Location: Administration Department (Business Office)

Examples of Duties:

- Control and administer all receivable accounts, prepare and disburse billings, and records all payment.
- Responsible for receiving daily collections of monies from Bookstore daily sales, direct payments for student accounts.
- Tallies and balance cash, verifies account billings against remittances, prepare daily cash reports.
- Responsible for monthly review of aging debtor accounts and will bring to the attention of the Accountant any potential bad debts, slow payment or accounts over 60 days.
- Continually identify innovative, more efficient, cost effective ways to satisfy the needs of students, staff and the community and to make recommendations for implementation of these improvements.

Minimum Qualification Requirements:

AS degree in accounting and two years of experiences. Receivable 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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