



VACANCY ANNOUNCEMENT

VA#: 2021-025
Open: 12/3/2021
Close: Until Filled

Position: Accountant/Business Supervisor

Salary : \$16,941.00 to \$30,085.00 per annum
(Depending on qualifications)

Location: Administration Department (Business Office)

Examples of Duties:

- Responsible for supervising the collection of revenues and funds and arrangement for payment of any taxation required by law on this income.
- Assist, develop, implement and supervise systems and procedures appropriate to standard accounting practice for the receipt and accounting for all payment to the College.
- Supervise the disbursement of government funds provided to the College in accordance with establish regulations and procedures.
- Assist Vice President of Administration & Finance in analyzing and interpreting College financial data.
- Responsible for supervision of the accounts payable activity ensuring close attention is given to the systems and procedures for purchase requisition, accounts payable vouchers. for smooth running account payable operation.
- Responsible for providing leadership, management control for his/her staff and will make every effort to build a strong team spirit.

Minimum Qualification Requirements:

A Bachelor Degree with major in Business Accounting or Business Administration plus five years accounting or audit experience or equivalent combination of education and experience. Should possess excellent interpersonal and customer services skills. Must be proficient in excel and MS words; be familiar with MIP Fund Accounting Software.

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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