



VACANCY ANNOUNCEMENT Palau Community College

VA#: 2024-011
OPEN: 08/05/2024
CLOSE: Until Filled

Position: ACCOUNTING TECHNICIAN (RECEIVABLE)

Salary: PL-7/2-30 @ \$13,081.00 to \$23,230.00 per annum
(Depending on qualifications)

Location: Administration & Finance Department (Business Office)

Examples of Duties:

- Perform daily cash management duties, such as receiving payments from customers and issuing them receipts. Count daily cash sales and prepare report.
- Keep track of all external/internal work orders. Gather and verify invoices for appropriate documentation prior to payment.
- Maintain accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, identify slow paying customers, and miscellaneous account differences are cleared.
- Monitor and collect past due accounts by contacting customers via telephone, email, or other means.
- Prepare analytical and ratio analyses relevant to A/R so management can gain a better understanding of how collection efforts are progressing.
- Prepare monthly reconciliations of tuition payments (MIP vs. C-Portal), and keep track of all endowment donations.
- Exercise integrity and confidentiality in financial reporting, complying with applicable financial regulations and requirements.
- Assist in streamlining the accounts receivable process by identifying areas for performance improvement.
- Support other accounting and finance team members.

Minimum Qualification Requirements:

AS degree in Accounting and two years of experience. Accounts 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 employments(s), if any, to the 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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