



VACANCY ANNOUNCEMENT Palau Community College

VA#: 2024-010
OPEN: 08/05/2024
CLOSE: Until Filled

Position: ACCOUNTING TECHNICIAN (PAYROLL)

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:

- Collect and verify timesheets information for all employees, calculate pay according to hours worked incorporating leaves and overtime, manage and calculate taxes and deductions ensuring accurate and timely processing of employee payroll checks.
- Maintain payroll records and reconcile discrepancies by collecting and analyzing information and interacting with HR.
- Provides payroll information by answering questions and requests from employees and management.
- Prepare biweekly allotment reports and deliver allotment checks on a timely manner.
- Maintain payroll operations by following policies and procedures, and reporting needed changes or encountered issues to management.
- Exercise integrity and confidentiality in financial reporting, complying with applicable financial regulations and requirements.
- Assist in streamlining the payroll 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. 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 the same address. For further information, call the number above, come in and see us, or email us at hr@palau.edu.

PCC IS AN EQUAL OPPORTUNITY EMPLOYER