



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2016-119R1 OPENING DATE: 03/06/2017 CLOSING DATE: Continuous

POSITION TITLE: ACCOUNT SPECIALIST I

SALARY: GL-9/1-5, \$440.04 B/W - \$489.00 B/W

LOCATION: BUREAU OF HEALTH ADMINISTRATION & SUPPORT SERVICES
MINISTRY OF HEALTH
KOROR, REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

PERFORM.....50%

- Cashiering (receive payments, verify total daily collections and prepare deposits to National Treasury, prepare cash changes for each shift).
- Receive, verify and prepare documents for all departmental collections and prepare deposits slips and report to Bureau of National Treasury.
- Review and process inpatient billings and review patient files to ensure all applicable cost related to the services provided were billed properly.
- Handle all daily inpatient discharges and patient registration.
- Perform other duties as assigned by the Supervisor.

ASSIST.....25%

- Assist other employees with Account Specialist I duties and responsibilities.
- Assist in compiling documents for private insurance claims and others.
- Assist other employees with workload.

PARTICIPATE.....25%

- Participate in all coordinating/collaborative activities of all departmental functions impacting billing and collection, trainings, workshops, monthly/quarterly meetings and all administrative activities in the ministry.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have and AA or AS Degree in accounting or business administration related with at least one (1) year of work related experience.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: bpss@palaugov.org Website: <http://palaugov.pw/bpss>

Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.