



# 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-2016-180R1**

**OPENING DATE: 03/06/2017**

**CLOSING DATE: Continuous**

**POSITION TITLE:** ACCOUNT SPECIALIST I

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

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

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Cashiering ( receive payments, verify total daily collections and prepare deposits to National Treasury, prepare cash change for each shift)
- Receive, verify and prepare documents for all departmental collections and prepare deposit slips and report to Bureau of National Treasury
- Handle all daily inpatient discharges and patient registration
- Assist other employees with Account Specialist I duties responsibilities
- Assist in compiling documents for private insurance claims and others
- Assist other employees with workload
- Participate in all Billing and Collection, trainings, workshops, monthly/ quarterly meeting and all administrative activities in the ministry
- Perform other duties as assigned by the supervisor

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Minimum of Associate Degree with at least two (2) years of work related experience