



# 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 2018-029**

**OPENING DATE: 11/15/2017**

**CLOSING DATE: 11/28/2017**

**POSITION TITLE:** ACCOUNTING TECHNICIAN I

**SALARY:** GL—9/1, \$440.04 B/W

**LOCATION:** DIVISION OF NATIONAL TREASURY  
BUREAU OF NATIONAL TREASURY  
MINISTRY OF FINANCE

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Performs technically specialized accounting work such as posting entries in ledgers, accounts, logbooks or standardized forms applying established procedures and guidelines.
- Perform specific collection and disbursement functions such as receiving payments, issuing receipts, issuing and distributing payments, and other tasks associated with collection or issuance of payments.
- Participate in the generation and production of financial reports, statements, vouchers, notices and special reports required by the management.
- Participate in training programs and other personal development activities that provides for further enrichment of skills and knowledge required for the line of work.
- Assist in general operation of the Bureau of National Treasury and other tasks assigned by supervisor.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma with at least two (2) years of work related experience in accounting.