**Job Title:** Accountant

**Section:** Finance and Accounting

**Reports To:** Chief Financial Officer

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to assist the Chief Financial Officer with various accounting tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Assists in reconciling accounts for Social Security, Prior Service and Healthcare Funds.
* Assists in preparing journal vouchers for monthly routine transactions which include: monthly collections, and monthly payments.
* Assists in updating the fixed assets list including calculating and recording the depreciated value, as well as the inventory list including the calculation of depreciation which will show in the list but won’t be recorded.
* Assists in identifying discrepancies for existing practices, policies and procedures and propose changes/improvements when none exist to follow.
* Assists in setting up accounting for any new program maintained under the Social Security Administration.
* Assists in reviewing financial reports and statements and make sure they are provided on time, keeping track of bank account balances and transfer of funds. Also to see that the data input is done on time to meet any activities required by other sections.
* Assists in handling Accounts Payable and employees’ payroll.
* Perform other tasks as assigned by the Chief Financial Officer or the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

None.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Must have a Bachelor Degree in Accounting or Business Administration, or an Associate Degree with at least two years of accounting work experience. Experience with MIP software is preferred. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must read and speak English and Palauan.

**MATHEMATICAL SKILLS**

Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.