**Job Title:** Audit and Collection Officer

**Grade:**  5 to 8

**Section:** Employer Services

**Reports To:** Employer Services Manager

**Auth’d. Position #:** Board Paper #02, BOT Reg. Mtg. No. 09/2017

**Prepared By:** Administrator

**Prepared Date:** 06/02/2017

**Approved By:** Board of Trustees

**Approved Date:** 06/21/2017

**SUMMARY**

The principal duties and responsibility of this position is to perform payroll compliance audit and perform other tasks as assigned by Employer Service Manager and/or Employer Service Assistant Manager.

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

* Responsible for performing payroll compliance audits.
* Responsible for receiving and verifying Quarterly Tax Returns, collecting indicated tax amounts, and issuing cash receipts.
* Responsible to ensure that cash balanced to receipts at end of day.
* Responsible to safeguard assigned cash box.
* Responsible for issuing notices to Employers who fail to file and/or pay contribution on due date.
* Responsible for assessing penalty and interest charges for late reporting and payment of Quarterly Tax Returns.
* Assist Collection Officer in verifying, updating and ensuring Employers Information between Social Security Administration and Division of Revenue and Taxation for accuracy and consistency.
* Responsible for identifying discrepancies, documentation, and reporting.
* Responsible for briefing new business owners and domestic employers.
* Responsible for providing assistance in interviewing beneficiaries that are referred by the Members Services Section for wage audit purpose.
* Responsible for processing credit verifications (NDBP/FIB) and conduct audits on those that are found not in compliant to Social Security/HCF Rules and Regulations.
* Responsible for periodic reports as assigned/requested.
* Perform other tasks as assigned by the Employer Services Manager and Employer Services Assistant Manager or Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

No.

**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 at least a two-year degree in Accounting, Business Administration, or equivalent work experience. Must be computer literate with knowledge of Microsoft Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must be detail and public oriented, have well-developed communication and interpersonal 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.