**Job Title:** Chief Financial Officer

**Section:** Finance and Accounting

**Reports To:** Social Security Administrator

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to oversee and supervise the Finance and Accounting Section.

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

1. Supervise and manage daily operations of the Finance and Accounting Section.
2. Responsible for evaluating, counseling, and assigning tasks to section employees.
3. Monitor banking activities of the administration.
4. Manage the use of Bank of Hawaii – Bankoh Business Connections for SSA users in regards to transferring of funds between bank accounts, wire transfer, creating ACH databases/batches and releasing batches.
5. Responsible for setting up accounting for any new program maintained under the Social Security Administration.
6. Responsible for 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.
7. Update the finance and accounting procedures according to changes caused by any changes to the SS computer system or any other programs.
8. Review bills and invoices and sign checks to pay them.
9. Ensure payroll has been processed and paid on time.
10. Responsible to produce tax reports and ensure taxes paid are in compliance with the law.
11. Responsible for ensuring documentation is done and monitoring of internal controls.
12. Review claims and any benefit adjustments before approval by the Social Security Administrator.
13. Perform internal audit on all sections of the system for the purpose of minimizing errors and to ensure that an error gets corrected if discovered, in a timely manner.
14. Assist the Social Security Administrator with the preparation of a proposed budget for the following fiscal year.
15. Responsible for identifying discrepancies or improvements to the Social Security By-Laws and propose policies and procedures when none exist to follow.
16. Responsible for implementation of organization’s goals and objectives, as directed by the Social Security Administrator.
17. Responsible for promoting a team-work environment and cooperation among section employees.
18. Perform other tasks as assigned by the Social Security Administrator.

**SUPERVISORY RESPONSIBILITIES**

Yes.

**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’s Degree in Accounting, Business Administration, or a related field, with at least three years of supervisory work experience. Experience with MIP is preferred. Must understand general accounting theories, concepts and procedures. Must have proficient computer skills, including knowledge of Microsoft Word and Excel applications.

**LANGUAGE SKILLS**

Must have excellent written, verbal, and interpersonal communication skills, and an ability to successfully relate to people at all levels. 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. Able to plan, organize, and complete tasks to a high standard and on time. Must be a team player and flexible to changing demands.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None required.