**Job Title:** Compliance Officer

**Section:** Employer Services

**Reports To:** Employer Services Manager

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to monitor Employer payment schedules/filing status and send out notices.

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

* Responsible for monitoring Employer payment schedules and issue notices to those whose accounts are in arrears as well as maintaining and updating appropriate spreadsheets.
* Responsible for monitoring Employer filing status and issue notices to those who fail to report and pay (Non-Filers) as well as maintaining and updating appropriate spreadsheets.
* Responsible for preparing and forwarding to the Attorney thru Section Manager Delinquent Accounts/Non Filers information that need further action.
* Provide assistance to the Attorney thru Section Manager in regards to Delinquent Accounts/Non-Filers.
* Responsible for processing Error Charges and update appropriate spreadsheets.
* Responsible for answering all incoming telephone calls regarding error charges and any related matters.
* Responsible for identifying discrepancies and/or propose ideas for improvements of daily tasks.
* Perform other tasks as assigned by the Employer Services Manager or the 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 good 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.