**Job Title:** Compliance and Collection 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.

* Serve as a “Secondary Collector”.
* Responsible for performing payroll audits.
* Responsible for receiving and verifying Quarterly Tax Returns, collecting indicated tax amounts, and issuing cash receipts.
* Responsible for assessing penalty and interest charges for late reporting and payment of Quarterly Tax Returns.
* Responsible for maintaining accurate list of employers and self-employed persons whose accounts are in arrears.
* Responsible for issuing notices to Employers that File on Time but Pay Later and/or File on Time with Partial Payments as well as maintaining and updating appropriate spreadsheets.
* Responsible for briefing new business owners and domestic employers.
* 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.
* Assist Collection Officer in verifying, updating and ensuring Employers Information between Social Security Administration and Division of Revenue and Taxation for accuracy and consistency.
* Serve as a Back-up to the Collection Officer.
* Responsible for identifying discrepancies and propose ideas for improvements regarding daily tasks.
* Perform other tasks as assigned by the Employer Services 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.