**Job Title:** Employer Services Assistant Manager

**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 develop an audit plan for the year, establish audit work, supervise and monitor audit files to completion and perform tasks relevant to audit and collection of tax as well as to provide assistance to ES Manager including backup in the event of the ESM’s absence from the office.

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

* Review and select files for audit purposes.
* Assigned files for audit purposes and determine extend of audit work including required documents.
* Supervise and monitor progress of audit to meet prescribed target.
* Review audited files and submit report for approval/authorization.
* Ensure that result of audit is implemented in the system.
* Establish agreement for new audits moving into delinquent position.
* Review and submit request to move files for legal collection.
* Review and approve credit verifications from Banks including any customer request regarding rating of compliance to SS regulations.
* Review of any discrepancies found and work with staff to resolve such discrepancies.
* Assist in renewal of Employers Identification Number.
* Assist in performing audit for all employers classified informal & formal.
* Assist in briefing new employers of the SS regulations in terms of contributions.
* Assist in receiving, verifying, and collecting indicated tax amounts and issuing cash receipts.
* Submit reports periodically on the status of audit and agreement established consistently including other reported as requested.
* Provide customer services pertaining to Employer Service Section.
* Participate in any outreach visits, workshops and trainings relevant to position.
* Assist section manager in reviewing and revising applications, brochures, forms, system enhancement and general publication pertaining to Employer Service Section.
* Assist section manager in developing reports necessary for benchmark and monitoring of performance.
* Provide guidance and supervision in absence of Employer Service Manager.
* Perform other tasks as assigned by the Section Manager or 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 four-year college degree preferably in Business Accounting or a related field, or 10 years equivalent work experience. Prior work experience in a supervisory position, a plus. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must have well-developed oral communication and inter-personal 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.