**Job Title:** Finance and Accounting Clerk

**Section:** Finance and Accounting

**Reports To:** Chief Financial Officer

**Auth’d. Position #:**

**Prepared By:**

**Prepared Date:**

**Approved By:**

**Approved Date:**

**SUMMARY**

The principal duties and responsibility of this position is to perform clerical duties.

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

* Provides variety of administrative and clerical work for the section.
* Process SSA staff payroll.
* Scan documents for the section.
* Run errands for Finance and Accounting Section such as paying taxes, delivering payments, distribute check stubs, and picking up mails at the post office on a daily basis.
* Responsible to tag fixed assets before end of fiscal year.
* Maintains supplies inventory for the section.
* Ensures that work area is clean, secure, and well maintained.
* Perform other tasks as assigned by the Chief Financial Officer 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 at least a two-year degree in Accounting, Business Administration, or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software.

**LANGUAGE SKILLS**

Must be detail oriented with 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.