**Job Title:** Senior Accountant

**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 assist the Chief Financial Officer by performing various accounting tasks.

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

1. Responsible for reconciling accounts for Social Security and Prior Service Funds.
2. Prepare journal vouchers for monthly routine transactions i.e. collections, payments and investments.
3. Responsible for reconciling all existing SS & Prior Service bank accounts on a monthly basis.
4. Responsible for preparing, entering and posting journal vouchers (JV) for the reconciliation adjustments on each account after Chief Financial Officer’s approval.
5. Responsible for updating ACH payroll database for allotments and net pay that are being transmitted through ACH and create respective batches per pay period in the BBC website.
6. Assist in transmitting ACH Debits and Stop Payments after Chief Financial Officer’s approval.
7. Enter, Update and Calculate capitalized fixed assets in MIP Accounting system.
8. Responsible for reconciling general ledger accounts for accuracy on a monthly basis.
9. Monitor approved budget to ensure transactions are recorded appropriately on a monthly basis.
10. Assists in identifying discrepancies for existing practices, policies and procedures and propose changes/improvements when none exist to follow.
11. Assists in documentation and monitoring of internal controls.
12. Assists in reviewing financial reports and statements and make sure they are provided on time, keeping track of bank account balances, wire transfer and transfer of funds. Also to see that the data input is done on time to meet any activities required by other sections.
13. Assists in handling Accounts Payable and employees’ payroll.
14. Assist in budget preparation worksheets.
15. Responsible for maintaining and updating receivable files, such as Employers' receivables, SSA staff cell phone allotments/payments and payroll advance, NDBP Loan, travel advances and all overpayments.
16. Provide oversight and backup in the event of the Chief Financial Officer’s absence from the office
17. Perform other tasks as assigned by the Chief Financial Officer 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 Bachelor degree in Finance or Accounting, or an Associate Degree with at least three years of accounting 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 be a team player and flexible to changing demands. 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 detailed oriented. Able to plan, organize, and complete tasks to a high standard and on time. Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.