**Job Title:** Senior Audit and Collections 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 perform payroll compliance audit tasks.

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

* Responsible for performing payroll compliance audits.
* Responsible for conducting special case audits.
* Responsible for maintaining accurate list of employers and self-employed persons whose accounts are in arrears.
* Responsible for assessing penalties and interest charges for late reporting and payment of quarterly Social Security and HealthCare Fund Contributions.
* Responsible for issuing notices to employers and self-employed persons who fail to report and pay their taxes.
* Responsible for receiving and verifying Quarterly Tax Returns, collecting indicated tax amounts, and issuing cash receipts.
* Responsible for briefing new business owners and domestic employers.
* Responsible for monitoring payments toward Judgment Agreements and ensure notices are sent out on a timely manner.
* Responsible for processing Credit Verifications (NDBP, FIB, etc) in the absence of Staff-in-Charge.
* Responsible for identifying discrepancies and/or propose ideas for improvements in daily tasks.
* Responsible for providing assistance in coordinating preparation and presenting information for the purpose of public awareness during state visits and other events of the Outreach Program.
* Responsible for providing assistance in conducting Workshops to potential entrepreneurs and existing business owners.
* 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 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 possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None.