



PALAU RED CROSS SOCIETY

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VACANCY ANNOUNCEMENT

Opening date: April 08, 2024

Closing date: Until Filled

Position:	Accountant
Job Location:	Palau Red Cross Society Office (PRCS), Koror
Salary:	\$15,740 - \$21,264
Organizational Unit:	Finance
Reports to:	Finance Manager
Job Purpose:	Responsible for the management and reporting of financial data of PRCS.
JOB DUTIES & RESPONSIBILITIES	
The Accountant is responsible for the following: <ul style="list-style-type: none">• Oversee and manage all accounting and financial transactions.• Prepare annual budget forecasts.• Prepare financial statements on a timely basis.• Handle and submit monthly, quarterly, and annual closings.• Reconcile accounts payable and receivables.• Ensure timely vendor and payroll payments.• Compute and prepare tax returns for filing.• Manage balance sheets and profit/loss statements.• Ensure timely preparation for monthly acquittals and annual financial audit.• Reinforce financial data confidentiality and conduct database backups when necessary.• Comply with financial policies and regulations of PRCS Financial Management Policies and Procedures Manual.• Perform other duties as assigned by the supervisor.	
POSITION REQUIREMENTS (Education, Experience, Competencies, & Languages)	
<ul style="list-style-type: none">➤ Bachelor Degree in Accounting, Business Accounting, or Related Field➤ Minimum Five-year Experience in <i>QuickBooks</i> Software or other Similar Accounting Software➤ Computer Literate & Proficient in Microsoft Office➤ Good Oral & Written Communication Skills➤ Strong Attention to Detail & Good Analytical Skills➤ Good Management Skills➤ Proficient in English	

Applications may be picked up at PRCS Office at Old OEK Bldg. in Koror or downloaded at <https://palauredcross.org>.

A Palau Red Cross a "Bedud ra Tmolch" el mora ngidil chad/rokui el chad el kiei er Belau.