



VACANCY ANNOUNCEMENT 24-1

(2nd posting)

Tel: (680) 488-4979 or 767-3331
Fax: (680) 488-1597 or 767-2606
Email address:
sshro@palausupremecourt.net

POSITION TITLE : ACCOUNT SPECIALIST
SALARY : PAY LEVEL 12/1 (\$725.38 B/W; \$18,860.00 per annum)
LOCATION : BUDGET OFFICE
OPENING DATE : February 26, 2024
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

- Associate Degree in Accounting plus 1-year related work experience or High School Diploma plus 5 years related work experience;
- No criminal record;
- Emphasis placed on strength of character, honesty, confidentiality, resourcefulness in finding solutions to problems, good judgment, conflict of interest: appearance of impropriety, attention to detail, accuracy and organization, computer skills (must pass basic computer test), time management. prioritizing work, multi-tasking, product oriented, analyzing situations accurately, and adopting an effective course of action and dedication to hard work;
- Good Command of English and Palauan. Ability to communicate effectively, both orally and in writing. (Must pass reading and writing proficiency test);
- Ability to learn and apply court procedures, practices and policies where necessary.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Daily collections of Fiduciary Account and Court Cost Account;
- Daily entry onto JIS and Quick Book System;
- Prepare reports of the collections at the end of the day to make sure receipts issued match the collections with another clerk;
- Lock the collections in the designated area;
- Bring the collections and reports to Budget Office for deposit preparation;
- Prepare requisitions for Judiciary Accounts when needed;
- Responsible for releasing Fiduciary Checks and maintain records;
- Prepare Travel Voucher;
- Prepare Travel Authorization;
- Date entry to Quick Books when needed;
- Perform other related duties as assigned by Supervisor.

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror or Ngerulmud or from Judiciary website. Completed application along with all necessary documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or in Ngerulmud.