



PALAU RED CROSS SOCIETY

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VACANCY ANNOUNCEMENT

Opening date: November 4, 2021

Closing date: Open Until Filled

Position	Accountant
Location:	Palau Red Cross Society Office
Salary:	\$15,740 - \$21,264 (depending on qualifications)
Reports to:	Executive Director
Supervises:	Volunteers
Purpose:	To be responsible for the management and reporting of financial data of PRCS.
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Oversee and manage all accounting transactions• Prepare annual budget forecasts• Prepare financial statements on a timely basis• Handle monthly, quarterly and annual closings• Reconcile accounts payable and receivables• Ensure timely vendor & payroll payments• Compute and prepare tax returns for filing• Manage balance sheets and profit/loss statements• Report on the company's financial health and liquidity• Prepare financial transactions and documents for annual external audit• Ensure timely preparation for 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 Executive Director	
KEY SELECTION CRITERIA	
<ul style="list-style-type: none">➤ Education/Experience: At least high School diploma + 5-year firsthand experience in Quickbooks software➤ Proficient in Microsoft Office➤ Good oral and written communication skills➤ Strong attention to detail and good analytical skills	

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 er a Dmolech" el mo er a rokui el chad el kiei er Belau.