VACANCY ANNOUNCEMENT 26-11

Tel: (680) 488-4979 or 767-3331
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sshiro@palausupremecourt.net

POSITION TITLE	:	Accountant
SALARY	:	$28,899 (15/1) Annually or Depending on Experience
LOCATION	:	Judiciary Complex, Ngerulmud, Palau
OPENING DATE	:	October 30, 2026
CLOSING DATE	:	Until filled

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Management, or associates degree in these fields with strong background and expertise in accounting duties and responsibilities listed below.
- Minimum 2 years of relevant accounting experience.
- Good knowledge of accounting principles and financial reporting standards.
- Experience with accounting software such as Momentive Software (MIP), QuickBooks, or similar software.
- Good knowledge of MS Office, especially in Excel and Word.
- Knowledge of VAT, TDS, and tax-related procedures.
- Strong attention to detail and accuracy.
- Good communication, organizational, and problem-solving skills.

Preferred Candidate

- Candidates with prior experience in a court or government agency will be preferred.
- Ability to manage multiple tasks and meet deadlines.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain daily accounting records, ledgers, vouchers, and financial transactions.
- Monitor accounts payable and receivable, invoices, bills, and receipts.
- Prepare and maintain sales and purchase records.
- Perform bank reconciliation and maintain cash and bank records.
- Monitor and record inventory-related financial transactions.
- Prepare regular financial statements and accounting reports.
- Assist with VAT, TDS, tax filing, and other statutory requirements.
- Coordinate with auditors and provide necessary financial documents.
- Ensure proper documentation and accuracy of all financial records.
- Perform other accounting and finance-related tasks as assigned by supervisor or designee.

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror, Ngerulmud, or the Judiciary website https://www.palaucourts.gov.pw. Completed application along with all required documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or Ngerulmud, P.O. Box 248, Koror, Palau 74960 or via e-mail at **sshiro@palausupremecourt.net.**