



Palau National Communications Corporation (PNCC)

Vacancy Announcement

It is the policy of Palau National Communications Corporation (PNCC) that qualified Republic of Palau Citizens be given **EQUAL EMPLOYMENT OPPORTUNITY** for employment consideration, with other country nationals utilized in positions for which qualified Republic of Palau Citizens are not available.

Open Date: July 03, 2025		Close Date: July 17, 2025	
Position Title	ACCOUNTANT-ACCOUNTS PAYABLE 2 years Contractual Employment		
Salary Range	Starting @ \$7.90 P/HR.		

DUTIES SUMMARY:

1. Provide basic to intermediate accounting functions involving the application of established accounting standards, principles and practices, and other related operational requirements.
2. Performs other duties as required by Supervisor or Manager.
3. Represent Our Values so that people of PNCC feel happy to work with you. and perform other duties as required.

KEY DUTIES AND RESPONSIBILITIES:

The Accountant (AP) is required, but not limited, to fulfill the following duties and responsibilities. In the case where activities not covered herein become questioned, determine whether Accountant (AP) should undertake such activities jointly with Senior Accountant (Property/Fixed Asset) and/or Accounting Duty Manager, based on the points delineated in the above "Job Objectives."

[EXPECTED ACTIVITIES & ACHIEVEMENTS]

- Maintains Ledgers: General and subsidiary ledgers need constant maintenance and monitoring to avoid significant alteration and adjustment.
- Prepares Operating and Financial Statements: Assist in the preparation of operating and financial statements and provide supporting reports when needed. The statements and reports contribute to the planning and development necessary for the accomplishment of the company goals.
- Accounting Functions: Assist in performing accounting functions, typically work involved in verification of contracts, orders and vouchers; maintenance of account codes; establishing and reconciling control figures for posting; reconciling bank statements; assisting with trial balance; prepares statements and reports.

- Setting Departmental Objectives & Goals: Provides input to Supervisor or Department Manager, in the setting of department objectives and goals (or roles and functions) for the coming twelve months.
- Provide Data to Department in a Timely Manner: Maintain a list and produce periodic and ad hoc reports and statements as required by the department. Whenever possible, identify ways to improve usefulness of the data.
- Conduct PDCA (Plan-Do-Check-Action) management: Evaluate whether your activities are effective in the context of the personal objectives and goals.
- Departmental Assurance: Ensure that the work performed complies with the established Board policies; state, national and international regulations and/or laws governing PNCC business operations.
- Works independently and receives general direction from the Accounting Duty Manager

[COMPLIANCE WITH OUR VALUES]

- Attend regular meetings with team and Manager.
- Value teamwork: Be ready to cooperate with any employee of PNCC whenever a necessity arises. Enhance intra-team and cross-function cooperation.
- Be sensitive to problems and issues that could potentially impair the quality of PNCC's customer services, management capabilities, and operational excellence. Address such problems and issues through Supervisor or Department Manager.
- Be proactive: Contribute and recommend new ideas and changes to the process as deemed appropriate and whenever necessary; and assist in implementing such ideas to achieve operational efficiency.
- Improve accounting skills continuously.

QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE:

Graduation from an accredited two-year college, with a degree in Accounting or related field, or five (5) years of progressively responsible work experience in accounting. Good command of spoken and written English and/or Palauan languages.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid Republic of Palau's driver's license.

HOW TO APPLY:

EMPLOYMENT APPLICATION FORMS ARE AVAILABLE AT THE PNCC HUMAN RESOURCES OFFICE LOCATED IN NGERUSAR, AIRAI STATE AND THE PNCC KOROR BUSINESS OFFICE (KBO) LOCATED IN DOWNTOWN KOROR ACROSS FORMER PALAU NATIONAL CONGRESS BUILDING OR SEND RESUMES TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES OFFICE
PALAU NATIONAL COMMUNICATIONS CORPORATION
P.O. BOX 99 – ONE AIRPORT ROAD
KOROR, REPUBLIC OF PALAU 96940
EMAIL: mchin@pnccpalau.com