



# 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: January 26, 2026		Close Date: February 06, 2026	
Position Title	ACCOUNTS RECEIVABLE CLERK LEVEL I (2) POSITION “FULL TIME CONTRACTUAL EMPLOYMENT		
Salary Range	COMMENSURATE WITH EXPERIENCE		

## **DUTIES SUMMARY:**

Perform varied clerical work activities to record, compile and maintain customer billing and payment records; and perform other duties as required.

## **KEY DUTIES AND RESPONSIBILITIES:**

- Responsible for preparing, printing and distributing monthly customer bills.
- Maintains all records and information pertinent to subscriber ledgers, billings, collection and account receivable.
- Receives and reviews Trouble Tickets against account details to determine accuracy and enter appropriate adjustment.
- Verifies and updates customers' accounts receivable ledger.
- Credits customers account to reflect period(s) of telephone and other related service outages and unavailability of services.
- Verifies fees, rates and charges for customers. Research and process customer claims of invoice payment Research and process charge backs, return, and bad checks.
- Answer accounts receivable phone inquiries and responds to customers billing problem which may require coordination with the PNCC's customer service representative and accountant.
- Calls and/or mails correspondence to customers as necessary in order to update accounts. Obtains and mails invoice copies for customers, as requested. Prepares and prints a variety of reports which may include Trouble report, Billing Summary Report, Aging Report and Outgoing Collect Call report and Uncollectibles.
- Post employees biweekly allotments.

- May actively participate in activities designed to pursue customer payment of delinquent accounts including reminding customers of their delinquent balances by phone and visiting the customer to obtain payment or a promissory agreement.
- Process monthly disconnections.
- Adheres to policies, procedures, regulation and guidelines established by PNCC management and the Board of Directors.
- May assist with special projects, as necessary.

### **QUALIFICATION REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:** Graduation from high school. Three (3) years of responsible clerical work experience, of which one (1) including accounting or bookkeeping duties and responsibilities preferably in the accounts receivable area. Possess basic computer skills. Good command of spoken and written English and 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](mailto:mchin@pnccpalau.com)