



VACANCY ANNOUNCEMENT

Position: Accounting Officer

Salary: Starting at \$18,381

Closing Date: July 5, 2019

PICRC is seeking applicants for the position of an Accounting officer.

The Accounting Officer is responsible for all accounting functions of the Center and will be responsible for performing all accounting and financial tasks required by the Center. Duties of the Accounting Officer include maintaining the Center's financial records, practicing internal control procedures to safeguard assets and ensuring compliance with procurement procedures of the Center, assisting in the development and enforcement of appropriate financial policies and procedures, performing annual budget preparation, conducting budget analysis, providing reports on actual vs. budget, monitoring cash receipts/disbursement functions, preparing monthly cash flow statements and disbursement, monitoring grants and contracts to ensure compliance, and preparing and submitting timely, accurate and complete financial reports.

This position requires a minimum of a Bachelor's Degree in Accounting, finance, or related field from an accredited college or university. To apply, please e-mail your CV, name of two references, and a cover letter to Ms. Mingrang Kloulechad at mkloulechad@picrc.org.

Submitted applications will be acknowledged upon receipt. Only short listed applicants will be notified within two weeks after the closing date of this announcement to set up interview appointments. Applications must be received no later than the above closing date.

Be part of the PICRC Team and contribute to conservation efforts in Palau and the region!