



VACANCY ANNOUNCEMENT

Position: Accounting Assistant

Salary: Starting at \$12,379/year commensurate with experience plus generous fringe benefits

Closing Date: March 11, 2020

PICRC is seeking applicants for the position of Accounting Assistant. This position requires a person who is detail-oriented, able to handle multiple tasks simultaneously with excellent time management and communication skills. Duties include managing revenue transactions, producing daily deposit reports, distributing payroll allotments, assisting with facility reservations, coordinating with vendors and clients, and other clerical and administrative tasks as assigned by supervisor.

Requirements:

- High school diploma is required (Some college credits or AA/AS Degree and experience preferred.)
- Comprehensive knowledge in Accounting procedures and principles
- Excellent computer and typing skills
- Strong customer service and organizational skills
- Ability to prioritize, perform multiple tasks simultaneously, work effectively individually as well as with a team.

To apply, please fill out a PICRC application form available at the Giant Clam Gift Shop and submit with your resume, copy of school records/diploma, and the names of two (2) references to Ms. Arnice Yuji, Administration Director, Palau International Coral Reef Center. You can also email your application and supporting documents to ayuji@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!