EMPLOYMENT VACANCY ANNOUNCEMENT

No. VA-1701JA     Opening date: 3/31/2017     Closing date: OPEN UNTIL FILLED

POSITION : JUNIOR AUDITOR (4 positions)

SALARY : GL12/1-5 $15,740 – $17,552 per Annum
Commensurate with qualifications

BENEFITS : CSPP & SS Retirement benefits, Medical Savings & Insurance,
Accidental Insurance, Paid Leave

JOB DESCRIPTION : Assist higher level auditors perform audits of public offices and
private organizations receiving public funds; gather information and documentation necessary
for the execution of audit procedures; assist in the performance of substantive tests of specific
accounts and records; assist in the preparation of documentation of internal accounting and
administrative control systems; assist in the performance of tests of controls; assist in the
performance of tests of compliance with laws and regulations applicable to the auditee; assist in
the preparation of necessary working papers and schedules; develop familiarity with audit
methodology, the audit process, audit programs, working papers, report formats and accounting
system of the auditees, and other duties as assigned by Public Auditor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

- Baccalaureate degree in Business Management, with concentration in Accounting,
Finance, Economics or related field. Experience is preferred but not required.
- Never been convicted of a Felony and/or Misdemeanor crime, (traffic violations is not
considered as a conviction of misdemeanor crime.)
- Must possess valid driver’s license

Only short-listed applicants will be contacted for an interview.

Application may be picked up at the OPA, located at Orakiruu Professional Building
(ComputersPlus) at Madalaii, Koror State. For more information, contact Meikok Chin at
telephone 488-2889 or 488-5687 or email to mchin@palauopa.org

Satrunino Tewid
Public Auditor