



Palau Public Utilities Corporation
Office of the Human Resources Department
P.O. Box 1372
Koror, Republic of Palau 96940
Tel No: (680) 488-3870/3872/3877 Fax No: (680) 488-4499/3878
Email: stulop@ppuc.com or humanresource@ppuc.com

Job Vacancy Announcement

Opening Date:	March 01, 2006
Closing Date:	April 01, 2006
Position:	<u>CHIEF FINANCIAL OFFICER/ COMPTROLLER</u>
Salary Range:	Negotiable Depending on Qualification & Experience

Major Duties & Responsibilities:

- Ensure that Accounting plans, goals, and policies are consistent with established PPUC goals.
- Ensures that Accounting policies are in accordance with evolving regulations, legal requirements and corporation trends.
- Supervises the development and implementation of financial information and control systems, including general ledger, budgeting, cost allocation and other subsystems.
- Oversees the preparation of daily, monthly, annual and other periodic financial statements and reports to be reviewed by the Chief Executive Officer, Board of Directors and others who require this information from time to time. Ensures that external document submission and filings are accurate and timely.
- Handles tax preparation and coordinate with the CEO on investment of PPUC financial resources, and participates in the negotiations of company insurance.
- Oversees the preparation and control of operational budget.
- Completes reports and analyses of departmental and area operations as requested by Senior Management. Conducts cost analysis, ration and trends analysis, and other comparative examinations as appropriate.

- Coordinates accounting information systems which track specific operational and financial data. Works to implement and update systems including payroll, fixed asset management, expense management, cash management and etc.
- Supervises all areas within the Accounting Department (i.e., Procurement, Inventory, Payroll, Receivable, Payable, Billing and etc)
- Serves as a liaison with external auditor.
- And perform all other tasks related to the role of comptroller.

Qualification:

- ❖ Bachelors or Masters Degree in Accounting/Finance, Business or related field from a four (4) year- accredited college/university.
- ❖ At least 5 years experience of higher level of Accounting or Four to Five years in supervisory roles
- ❖ Preferential consideration for candidates who are Certified Public Auditors.
- ❖ Thorough knowledge of financial and accounting practices and procedures
- ❖ Posses understanding of governmental regulations and reporting requirements.
- ❖ Posses understanding of related auditing and computer technology functions
- ❖ Broad based knowledge of the entrepreneurial business environment.
- ❖ Posses excellent leadership and human relations ability
- ❖ Have ability to organize, coordinate and direct projects.
- ❖ Have solid analytical and technical skills.

All interested individuals may obtain information and Work Application forms at Palau Public Utilities Corporation Human Resources Department located at Surangel Building, 3rd Floor.