



Va.No.PNCC2023.02

# Vacancy Notice

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.

<b>Open Date:</b> July 06, 2023	<b>Close Date:</b> August 06, 2023
<b>Position Title</b>	<b>GENERAL ACCOUNTANT- INVENTORY MANAGEMENT "FULL TIME CONTRACTUAL EMPLOYMENT"</b>
<b>Salary Range</b>	<b>Commensurate with Experience</b>

## **JOB OBJECTIVES:**

The General Accountant - Inventory Management will be responsible for supporting the financial operations of the Palau National Communications Corporation through a variety of general accounting duties with a particular focus on inventory management. The successful candidate will be responsible for maintaining accurate inventory records, ensuring timely and accurate billing for inventory items, and supporting the Finance Department with various accounting functions as required.

## **KEY DUTIES AND RESPONSIBILITIES:**

- Maintain accurate inventory records, including tracking and reconciling inventory levels, conducting regular physical inventory counts, and identifying and addressing discrepancies.
- Ensure timely and accurate billing for inventory items, including generating invoices, verifying pricing and quantities, and resolving any billing discrepancies.
- Maintain the company Fixed Assets and Lapsing of Property Schedule using IVUE Asset Management Module
- Conduct physical and ocular inspections of assets for accurate valuation and maintain work order recording for Asset Capitalizations and valuation.
- Analyze inventory data to identify trends, opportunities for cost savings, and areas for improvement in inventory management processes.
- Reconcile inventory accounts and resolve any discrepancies with general ledger accounts.
- Prepare monthly financial reports related to inventory, including inventory aging reports, inventory turnover analysis, and inventory valuation reports.
- Provide support to the Finance Department with various accounting functions as required, including accounts payable, accounts receivable, and month-end close activities.
- Collaborate with the procurement team to ensure timely and accurate recording of inventory purchases and vendor payments.

- Develop and implement inventory control policies and procedures to improve accuracy, efficiency, and cost-effectiveness.
- Assist in the development and monitoring of annual inventory budgets and forecasts.
- Coordinate with other departments to ensure accurate tracking and reporting of inventory levels across multiple locations and warehouses.
- Prepare ad-hoc reports and analysis related to inventory and other financial metrics as requested.
- Reports directly to the Chief Financial Officer under general supervision

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA, CMA or equivalent qualification is required.
- Minimum of 3+ years of progressive experience in general accounting.
- Strong, demonstrable knowledge of accounting principles and accounting standards (US GAAP / IFRS), as well as tax reporting
- Experience in an audit firm, the telecoms industry and/or a focus on inventory management will be highly regarded.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and accuracy.
- Strong computer skills, including advanced proficiency in Excel and experience working with inventory management software such as iVUE or Oracle
- Ability to work independently and as part of a team in a fast-paced environment.
- Excellent communication skills, both written and verbal.

### **Compliance with our Values:**

- Value teamwork: Be ready to cooperate with any employee of PNCC whenever a necessity arises. Enhance intra-team and cross-function cooperation.
- Be proactive: Contribute and recommend new ideas and changes to the process as deemed appropriate and whenever necessary; and assist in implementing such ideas to achieve operational efficiency.
- Continuous learning and improvement: is essential in how we continue to adapt to our customers evolving requirements. When you join PNCC you make a commitment to learning and to sharing your skills and experience so that colleagues may learn from you.

Palau National Communications Corporation is an equal opportunity employer and welcomes all qualified candidates to apply.

Good command of spoken and written English.

### **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: Send Cover Letter & Resume to Ms. Meilan Chin, Personnel Coordinator,

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)