

PCS IS HIRING!

Accounting & HR Manager

Palau Conservation Society (PCS), Palau's first locally-grown conservation NGO, is seeking a full-time Accounting and Human Resources (HR) Manager. This individual will direct and have responsibility for the organization's accounting practices, the maintenance of its fiscal records, and the preparation, promotion and interpretation of financial reports for management and external groups. The individual will direct and have overall responsibility for general ledger preparation, internal controls, forecast activities, financial reporting, budgetary controls, and year-end reporting. The position will work closely with the Executive Director to develop and implement systems needed to support the strategic plan. The individual will continue to build and improve financial systems and management to the benefit of the organization.

Responsibilities:

- Daily accounting for all grants in compliance with the laws of the Republic of Palau, specific grantor requirements, and generally accepted accounting principles
- Perform grant-related accounting functions, including budget and expense analysis, invoicing, financial reporting, reconciliations, and grant closeout functions required by donors
- In collaboration with program managers and Executive Director develop annual budget
- Participate in quarterly Board of Director meetings, make presentations as necessary
- Exercise accounting control to ensure that budgeted expenditures do not exceed amounts authorized without proper approval
- Establish formal internal control policies and procedures
- Act as the focal point for all audit activities, oversees and ensures completion of annual audit
- Prepare monthly financial reports
- Manage payroll and human resources activities including: notifying employees of staff manual policies and procedures, insurance benefits notification, contract management, monitoring employee probationary periods, and providing support for employee performance evaluations

To apply, send resume and cover letter to:

zwong@palauconservation.org or
deliver to PCS Office. For more info,
call 488-3993/4716
www.palauconservation.org

Qualifications:

- 4 year degree in accounting or 4 years of accounting experience (or some combination)
- Proficiency in English language (written/verbal)
- Self-motivated and ability to work independently
- Strong skills in organization and attention to details
- Ability to work with a variety of people and personalities, including senior managers



Palau Conservation Society
protecting our natural heritage