



*Republic of Palau*

## **SOCIAL SECURITY ADMINISTRATION**

1 Civic Center Road, Medalaii

P.O. Box 679 Koror, Palau, PW 96940

Phone: (680) 488-2457 or Fax: (680) 488-1470

E-mail: [administration@ropssa.org](mailto:administration@ropssa.org) Website: [www.ropssa.org](http://www.ropssa.org)

### **JOB VACANCY ANNOUCEMENT**

**Job Title** : **DATA PROCESSING OFFICER**

**Opening Date** : **November 23, 2017**

**Deadline** : **December 22, 2017**

**Starting Salary**: \$8,400.00 Per Annum and/or depending on qualifications and experiences

**Grade** : 2 to 5

**Reports To** : Chief Financial Officer (CFO)

**Summary** : The principal duties and responsibility of this position is to enter earnings of individual wage earners under their respective Social Security Numbers, as well as entering and maintaining other data for Employer Records.

**Essential Duties & Responsibilities:** **Detail is available upon request**

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education & Experience:**

Must have at least a two-year degree in Business Administration, Computer Science or equivalent work experience. Must be computer literate with knowledge of Excel, Word, and other related office software. Must be detail oriented with good communication and interpersonal skills. Must read and speak English and Palauan. Must possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Must be detail oriented and possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

**Applicants must include a Resume, Certificates and Identification/Licenses.**

Applications are to be addressed to:

**Data Processing Officer**  
**Attn: Ms. Ulai Teltull**  
**Administrator**  
**Social Security Administration**  
**P.O. Box 679**  
**Koror, Palau PW 96940**

You may contact us via email to [administration@ropssa.org](mailto:administration@ropssa.org).



**JOB TITLE: Data Processing Officer**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Responsible for reviewing closed batches for funds received.
2. Responsible for sorting, entering, reviewing, and posting Employer Quarterly Reports.
3. Responsible for preparing Debit/Credit Advice.
4. Assist in entering debit penalty in the Social Security System.
5. Assist in waiving penalty in the Social Security System.
6. Assist in voiding receipts for returned checks.
7. Assist in filing cash receipt batches
8. Assist in verifying refunds for overpaid taxes.
9. Assist in making any adjustments to Employers' records in the Social Security System.
10. Perform other tasks as assigned by the CFO or the Social Security Administrator.