

Business Manager

Call ID: NAD-000084-2023

Where: Palau, Micronesia

When: Jul 1, 2023 - Jun 1, 2025

Summary

Oversees all financial aspects of the Palau Adventist Schools' day-to-day operations such as approving purchase orders, paying bills and suppliers, drafting bank payment transactions, reconciling accounting records, etc. • Prepares financial statements and budgets to present to the School Board and to Guam Micronesia Mission of Seventh-day Adventists (GMM) and to other entities when necessary. • Primarily in charge of financial statements and supporting documents for audit. • Prepares schools' payroll details to send to GMM for them to report to ROP government and to North American Division of Seventh-day Adventists. • Receives W2 report from GMM to submit to ROP and distributes W2 copies to school and church employees. • Assists the Principal and Vice-Principal with staff related transactions. • Lead in staff worship on days assigned. Assist in other duties as assigned by the principal and school board eg. Teaching. Monthly living allowance: \$1,409.67

Destination

Palau Micronesia

Term

Long-Term, 12 - 12 months, Jul 1, 2023 - Jun 1, 2025

Position

Type: N/A, Total People Required: 1, Target Age: Any

Finances

Cost: \$0.00, Monthly Living Allowance: \$0.00, Local Currency: , Finance Type: Fully Sponsored

Lodging & Food

Not Specified

Restrictions: Not Specified

Gender Lodging: Not Specified

Marital Status Lodging: Not Specified

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Unacceptable:

Duties

Experience

Not Specified

Education

High School

Education Concentration

Not Specified

Languages

Not Specified

Trade Skills

Any

Host « Private »

Host Contact « Private »

Travel Documentation

Travel

Destination City

Destination Airport

Medical

Required Inoculations (not set)

HIV Clearance Required? No

Medical Recommendations (not set)

Visa

Visa Required? No Visa Type (not set)

Visa Application By (not set)

Work Permit Required? No

Work Permit Application By (not set)

Police Clearance Required? No

Child Protection Required? No

Send Documentation To (not set)

Documentation Deadline (not set)

Visa Travel Details

(not set)

Interview

Phone Interview Required? No

Signed Agreement Required? No

Orientation

Orientation on Site? No

Orientation Stipend? No

Travel Advisory

Micronesia



Reissued with obsolete COVID-19 page links removed.

Read the [country information page](#) for additional information on travel to Micronesia.

If you decide to travel to Micronesia:

- Monitor local media for breaking events and be prepared to adjust your plans.
- Visit the Micronesia government [website](#) if appropriate for non-health conditions.
- Visit the websites for the Department of Health and Social Services for the latest information from the Government of Micronesia on current public health concerns.
- Ensure your passport is valid for at least six months beyond your intended stay.
- Enroll in the [Smart Traveler Enrollment Program \(STEP\)](#) to receive Alerts and make it easier to locate you in an emergency.
- Follow the Department of State on [Facebook](#) and [Twitter](#).
- Review the [Country Security Report](#) for Micronesia.
- Prepare a contingency plan for emergency situations. Review the [Traveler's Checklist](#).
- Visit the CDC page for the latest [Travel Health Information](#) related to your travel.