

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Accountant I

PL-24/1

\$507.63 B/W + \$40 Cola = \$547.63 B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

MiCare Health Insurance Plan

FSM National <https://gov.fm/index.php/fsm-publicinfo/job-vacancy> Government

Pohnpei, FM 96941

DUTIES (ILLUSTRATION ONLY):

Prepares periodic analysis of premiums for short/ over contributions; in charge of preparing billing statements to all participating entities/ individuals to ensure timely collection of premiums; responsible for the collection of account receivables; maintains adequate filing and retrieval system on all members' premium contributions; prepare letters and notices to participating group accounts and individual Members with overdue premiums; prepare a notice of termination to individual accounts and agencies; prepare payroll reimbursement to FSM National Government; assists in inputting medical claims from different network off-island providers; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a two-year college with a degree in Accounting or a related field plus one (1) year of work experience comparable to an Accountant Technicians I.