

# EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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

## **POSITION AND SALARY:**

Accountant III  
PL-28/1  
\$ 609.68 B/W + \$40.00 COLA

This is the minimum rate at step one of the grades. Higher rates maybe authorized in the cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

## **LOCATION:**

Department of Finance  
Division of National Treasury  
FSM National Government  
Chuuk Field Office

## **DUTIES (ILLUSTRATIVE ONLY):**

Responsible in preparing the funds status reports on all CFSM Funded Projects for the FSM State CFSM Projects and all other funds that the President/Vice President are the allottees; Ensures that all transaction of all the funds are posted accordingly and the expenditures do not exceed the authorized funding level; maintains manual ledgers for all the CFSM Projects accounts; Prepares schedules needed for financial statements upon requests by the auditors; also assists the auditors with their transactions, ledgers and all needed documents during the auditing period in the division; and performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college with major in Finance, business management, accounting or related field. Plus two (2) years of work experience in professional level accounting. Must have strong computer skills: software/database applications (e.g Word, Excel, Access, Outlook, Power Point). Also with strong communication skills (oral, written, active listening) and Ability to work as a team and individually. Operate Office equipment.

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Government Personnel Office