

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:

Travel Manager

PL-36/1

\$862.12 B/W + \$40.00 Cola = \$902.12 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:

Department of Finance & Administration
Division of National Treasury
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Holds full responsibilities for processing of Travel Authorizations (TA's) for all FSM National Government Employees, including employees of the Executive, Legislative, and Judiciary branches and a few independent Agencies of the National Government, assists the Assistant Secretary for National Treasury Division in processing of financial transaction, communications and ensuring compliance with CFSM appropriation laws and Financial Management Regulations, reconciles and analyzes balances of all liability accounts in the chart of accounts, participates in the preparation of unaudited financial statements for the National Government, reviews and analyzes overseas reports and advises Assistant Secretary of these reports, assists in reconciling operation and project accounts with the Ledgers, prepares the comprehensive annual and semi-annual report for the National Government, assists internal and external auditors upon requests during audit period, coordinates and assist all departments pertaining to their accounts, responses to complaints from the department and agencies, perform other duties as assigned

QUALIFICATION REQUIREMENTS:

Graduate from an accredited college or university with a Bachelor's degree in Accounting, Business Administration, and preferable finance major or related field and four (4) years of experience.