



Announcement No: POC-025-23
Opening Date: 6/26/2023
Closing Date: Until Filled

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Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642

Office of the Director

FSM Personnel Office

email: personnel@personnel.gov.fm

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill the part time position of **AIP Accountant** for the US Federal Aviation Administration (FAA) Airport Improvement Program (AIP) in the FSM National Government at the Department of Transportation, Communication and Infrastructure (TC&I).

The AIP Accountant will based in Palikir, Pohnpei, FSM at the Department of Transportation, Communication and Infrastructure and will handle the administrative and financial activities of the Airport Improvement Program in FSM. The AIP Accountant will work under the supervision of the Assistant Secretary for the Division of Civil Aviation and the Program Manager at the Federal Accountant will include, but not be limited to, the following:

- Provide direct support to the US FAA Airport Improvement Program in FSM on behalf of the FSM Government.
- Provide accurate accounting and record keeping of all AIP grants, contracts, and disbursement.
- Prepare timely monthly reports on all AIP accounts and assisting in resolving financial audit issues.
- Prepare timely quarterly and annual project updates and reports to the US FAA including the following:
 - SF-271 required at grant closeout or at the end of the fiscal year. (due no later than 90 days after September 30)
 - SF-425 is due quarterly (due no later than 30 days after the end of each quarter)
 - Coordinate submission form consultants of :
 - Form 5370-1 Construction Progress, and Inspection Report is due quarterly (due no later than 30 days after the end of each quarter)
 - Form 5200-140 Performance Report (Non-Construction Projects – design, studies, plans) due quarterly (due no later than 30days after the end of each quarter).
 - Prepare grant applications for review, extensions, and approval and conducting procurement of contracts.
 - Coordinate all activities of the AIP program between FAA, FSM TC&I, FSM Airport Managers, Projects Managers and Contractors and
 - Carry out other related financial activities as required by the FSM and US FAA.

Preferred Qualifications

- The candidate shall have a four-year college degree in accounting, finance, or auditing. CPA is preferred but not required.
- Possess a minimum of 3 years of relevant experience in accounting, finance or auditing. Experience in project management is desirable.

Technical and other Skills

- Strong verbal and written communications skills in English.
- Strong Coordination skills and ability to serve as a focal point for all AIP activities between the FAA, TC&I, FSM airport managers, contractor, consultants and all related parties involved in the AIP program.
- Strong interpersonal skills and ability to work independently.
- Strong analytical skills to verify accuracy and completeness of financial reports, disbursement, and all financial activities.
- Good understanding of accounting and finance particularly relating to the public sector.
- Ability to work with other agencies for follow ups to resolve any issue noted during audits.
- Takes initiative to improve FSM's AIP Processing.

Behavioral Competences

- Deliver Results for the FAA, FSM TC&I, clients and stakeholders
- Collaborates and work effectively with teams

Benefits: A minimum salary of \$35,000.00 per annum depending on qualification.

To Apply: Send resume or application by mail or e-mail to the following addresses:

Personnel Office

P.O. Box PS-35

Palikir, Pohnpei FM 96941

Phone: (691) 320-2618/2642

E-mail: personnel@personnel.gov.fm

Department of TC&I

P.O. Box PS-02

Palikir, Pohnpei FM 96941

Phone: (691) 320-2865/2643

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The Office of Personnel will be accepting applications/resumes **until filled.**