

EA NO: FSM-035-23
OPENING DATE: 4/26/2023
CLOSING DATE: 5/26/2023

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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

POSITION SALARY:

Accountant I
PL-24/1
\$507.63 B/W + \$40.00 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 qualifications of the appointee.

LOCATION:

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

DUTIES (ILLUSTRATIVE ONLY):

Receive and review the availability for Purchase Requisitions, Contracts and Miscellaneous Payment Forms for Fund Certification purposes; Review and analyze the accuracy of the system generated reports and make necessary adjustments prior to the release of these reports to the end users. These reports include the following: Encumbrance Ledger Status, Subsidiary Ledger Status, Fund and Revenue Expenses and Cumulative Subsidiary Ledger Activity; Prepare and post Journal Voucher for fund or expenditure transfers between account at General or Subsidiary level; Researches and prepare reply to customer's inquiry(ies); Run the Daily Edit Report and make necessary corrections before the Dilog update; Draft correspondences relating to the activities for the branch; Advise the Division Chief of fund shortages in any Organization, which may not be able to meet its obligation; Prepare Monthly Reimbursement Reports; Assist in the preparation in the year-end closing reconciliation and preparation of Financial Report; Receive, input and verify input of cash receipts into DILOG; Provide the Administrative function of the Division; other duties as assigned.

QUALIFICATION REQUIREMENTS:

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

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Government Personnel Office