

EA NO: FSM-005-24
OPENING DATE: 1/23/2024
CLOSING DATE: 2/23/2024

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 Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Accountant IV
PL-30/1
\$640.45B/W + \$40.00 Cola

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
Weno, Chuuk FM 96942

DUTIES (ILLUSTRATIVE ONLY):

Organizes, assigns, supervisor, coordinates and reviews the activities of the Field Office in Chuuk State; reviews and analyzes, and/or supervises the review and analysis of financial documents from the various CFSM and Federal funded projects, and other projects funded by other sources through the FSM National Government for payment and/or reimbursement purposes; meets and discuss with the state and/or project officials on matters regarding established procedures and guidelines regarding payments and/or reimbursement of project funding and other fiscal matters; studies projects guidelines and develops detailed internal accounting procedures for the accounting and reporting of project funding; collects and/or supervises the collection of all funds due FSM National Government and deposits and/or supervises the deposit and/or supervises the deposit of the same into the bank account on a daily basis; supervises the maintenance of record files for the individual project/activity/accounts, checks and supporting documents; reviews and approves disbursement of funds pursuant to FSM Laws and regulations and other laws of which funds for such projects are managed; prepares and/or supervises the preparation of replenishment requests; prepares and submits monthly and other periodic and status reports on all FSM appropriations given to Chuuk State; assist auditors upon requests for auditing purpose; advise the Assistant Secretary of the Field Office funds status for all general and federal accounts; and performs other duties as assigned.

QUALIFICATION REQUIRMENTS:

Graduation from an accredited college with a Bachelor's degree in finance and business administration or a related field, plus three (3) 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 will have strong communication skills (oral, written, and active listening).

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Government Personnel Office