

EA NO: FSM-053-21

OPENING DATE: 07/19/2021

CLOSING DATE: 08/19/2021

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:

Financial Management Specialist I
PL-32/1
\$487.05 + \$40.00 Cola B/W

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

LOCATION:

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

DUTIES (ILLUSTRATIVE ONLY):

Responsible in preparing the funds status reports on all CFSM Funded Projects for the FSM States CFSM Projects and all other funds that the President/Vice President are all allottees; ensures that all transactions of all the funds are posed accordingly and that expenditures do not exceed the authorized funding level; maintains manual ledgers for all the CFSM Projects Accounts, Federal Programs and General Funds; prepares schedules needed for financial statements upon requests by the auditors. Also assist the auditors with their transactions, ledgers and all needed documents during the auditing period in the division; certifies funds availability of all Federal programs, General Funds and CFSM funds; Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field plus three years of work experience in accounting/administrative assistance.

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Government Personnel Office