

EA NO: FSM-032-21

OPENING DATE: 04/28/2021

CLOSING DATE: 05/28/2021

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
PL-32/1
\$463.86 B/W + \$40.00 Cola (**\$503.86 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 & Administration
Division of National Treasury
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 the allottees; Ensures that all transaction of all the funds are posted accordingly and that expenditure do not exceed the authorized funding level; maintains manual ledgers for all the CFSM Project Accounts, Federal Programs and General Funds; Prepares schedules needed for financial statements upon requests by the auditors. Also assists 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 and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in accounting or business administration or closely related field plus three (3) years of work experience in financial management, preferably in accounting area.

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Personnel Office