

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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

POSITION AND SALARY:

National Treasury/Compliance Officer
PL-40/1
\$730.65 B/W + \$40.00 COLA

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

LOCATION:

Department of Finance
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist Supply Manager to ensure with compliance and timely for vendor management, negotiations and contracting requisition management, purchase order processing and master data management; assist to ensure invoice processing of invoice posting, refund claims, employees claims (expense reimbursements), payment run is run on aging process, disbursement are done base on aging schedules and meeting business on scheduling of payment; assist Accounting Advisor and Assistant Secretary for National Treasury Division to ensure contract and regulatory compliance, month end accruals and reporting, contract and order management and customer master, contract review and compliance, distribution coordination and customer database management; collecting processing, applications and reconciliation; preparing letters for payment follow-up advise accounting on account reclassifications; monitoring of receivable accounts and ensuring collections and timely; assist Accounting Advisor on period end accrual entries; recording of additions, disposals sale and transfers and review and capitalize work in progress; train section manager on maintaining and updating fixed asset inventory; reconcile and close sub-ledgers, review accruals and ensure posting are done accordingly, all prior years accrued revenue for continuing grants are booked accordingly; post final adjustment journal entries; ensure daily running balance of all checking accounts are done accordingly; post final adjustment journal entries; ensure daily running because of all checking accounts are done accordingly and GL accounts on payroll liabilities and cash accounts are reconciled timely; ensures procedures and steps and made in accordance with the FMR and FMA to be given to individual sections for guidance; liaise on compliance matters with the external auditors; performs other duties as assigned.

QUALIFICATON REQUIREMENTS:

Graduation from a recognized College or University with Degree in Accounting, Business Administration or related field plus 4 years in professional accounting experience of which 2 years must been in Supervisory capacity and 1 year must have involved accounting system design work

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