



Office of the President

FSM Personnel Office

P.O. Box PS-35
Palikir, Pohnpei FM 96941

Ph: (691) 320-2618/2642 Fax: (691) 320-8836

EMPLOYMENT OPPORTUNITY

The Government of the Federated States of Micronesia (FSM) seeks well qualified individuals to fill position of FSM BHWP Finance Manager at the Department of Health & Social Affairs, FSM National Government, Palikir, Pohnpei FM 96941

The Position: Responsible to oversees the financial and administrative aspect of the FSM Behavioral Health and Wellness Program (FSM BHWP); manages the financial fund including of program expenditure report; prepares and submit financial status report to the FSM BHWP Director and the Coordinators; assist and guide the four BHWP field offices with respect to grant management and financial record keeping; coordinate and compile financial documents for budgetary formulation; prepares sub-grant financial status reports for review; coordinate reimbursement and payment request to the FSM National Finance; review and reconciles financial statements and balance sheet; track payroll, manages contracts and financial activities with project consultants; develop, implements and evaluates strategies to direct the agency's financial management; assist with facilitating year-end audit and positive audit outcome and conduct audit functions on a routine basis; and performs other duties as assigned.

Incumbent: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Accounting or related field plus five (5) years of experience in financial work, auditing, federal grant management or finance.

Benefits: A salary range of \$15,000.00 to \$18,000.00 per annum plus COLA/benefits. Housing, travel and relocation will be provided if applicable.

To Apply: Send resume or application by mail to the following addresses:

Personnel Office
P.O. Box PS 35
FSM National Government
Palikir, Pohnpei FM 96941

Department of Health & Social Affairs
P.O. Box PS 70
FSM National Government
Palikir, Pohnpei FM 9691

The Personnel Office will be accepting resume/application from December 11, 2017 until the position is filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER