

FA NO: FSM-064-16RIII
OPENING DATE: 7/20/17
CLOSING DATE: 8/20/17

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. 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:

Manager, Documents Processing Branch
PL-35/1
\$538.26 B/W + \$40.00 Cola (\$578.26)

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 & Administration
Division of Custom and Tax Administration
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Plans, coordinates, organizes, directs controls the activities and operations of the documents processing branch; coordinates and implements the established procedures for the accountability of tax returns and collection of taxes; directs and supervises the processing of all tax returns received in the central office for accuracy, completeness and timeliness; controls and supervises the maintenance of all master tax files; oversees the processing of tax refunds, including income tax withholding and business gross revenues; directs and supervises the program for gathering, compiling and generating of statistical reports; prepares periodic and monthly reports; performs other related duties as assigned.

QUALIFICATION REQUIRMENTS:

Graduation from an accredited college or university in the fields of business administration, accounting or tax related field plus four (4) years of responsible work experience in accounting and tax administration.