

FA NO: FSM-037-17
OPENING DATE: 6/12/17
CLOSING DATE: 7/12/17

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:

Accountant I
PL-24/1
\$ 318.26 B/W + 40 COLA

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 qualifications of the appointee.

LOCATION:

FSM MiCare Plan
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Prepares periodic analysis of premium for short/over contributions; in charge of preparing billing statements to all participating entities/individuals to ensure timely collection of premiums; responsible for the collection of account receivables; maintains adequate filing and retrieval systems on all members' premium contributions; assists the fiscal officer in certifying premium eligibility of MiCare members; assists in inputting medical claims from different network off-island providers; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited College or University in the fields of accounting, business administration or other related field.