

E.A. NO: FSM-031-18 R1
OPENING DATE: 07/11/18
CLOSING DATE: 07/26/18

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 Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Financial Management Specialist
PI-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 posed 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, ledger 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 four (4) years of work experience in financial management, preferably in accounting area.