

EA NO. FSM-100-18
OPENING DATE: 12/03/18
CLOSING DATE: 01/03/19

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:

National Treasury/Compliance officer
PL-40/1
\$695.86 B/W + \$40.00 Cola (\$735.86 B/W)

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 qualification of the appointee.

LOCATION:

Department of Finance
Division of National Treasury
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

Assist Supply Manager to ensure with compliance and timely for vendor management, negotiations and contracting, requisition management, PO processing and master data management; assist to ensure invoice processing of invoice posting, refund claims, employee claims (expense reimbursements), payment run is run on aging process, disbursement are done base on aging schedules and meeting business on scheduling of payments; 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 & compliance, distribution coordination and customer database management; collecting processing applications and reconciliation; preparing letters for payment follow-up and advise accounting on account reclassifications; monitoring of receivable accounts and ensuring collections are timely; assist Accounting Advisor on period end accrual entries; recording of additions, disposals, sale and transfers and review & capitalize work in progress; train section manager on maintaining and updating fixed asset inventory; reconcile and close sub-ledgers, review accruals and ensure postings 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 and GL accounts on payroll