

EA NO: FSM-042-24
OPENING DATE: 4/11/2024
CLOSING DATE: 5/11/2024

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel: (691) 320-2618/2642
Email: personnel@personnel.gov.fm

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:

ACCOUNTANT I

PL- 24/1

\$507.63 B/W + \$40.00 Cola = \$547.63 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:

FSM Postal Services
Pohnpei Post Office

DUTIES (ILLUSTRATION ONLY):

Assist in the maintenance of manual ledgers of the operations and revolving fund of the FSM Postal Service; performs on-going accounting functions of posting daily finance transactions to ledgers for expenses and revenue collections; prepares requests (i.e. purchase requisition, control, job order, personnel action, travel authorization, travel voucher) for review and approval; assists the Accountant IV in the monitoring of the online 1412 for all postal stations and philatelic Bureau; assisting in updating of P.O. Box schedule of postal stations; verifies and deposit daily collections for Pohnpei Post Office and Philatelic Bureau at FSM Finance; prepares and fills stamp orders for all postal stations and philatelic bureau; assist at front window pohnpei post office when needed; files all financial documents; assist in reconciliation of all postal finance record; assist in stock room count; assist in Pohnpei post office operations when needed; compiles requests of Postal Form Orders, preparation of FSM Postal Services needs through preparation of Miscellaneous requests, TA's., purchase requisitions, Contracts, Job Orders, etc.; assist in the verification of stamp orders by Post Offices and Philatelic Division; compiles and reports and violations regarding deposits; maintains files of all requests submitted to FSM Finance by FSM Postal Services; assist in maintaining ledgers of liquidations of encumbrances for the FSM Postal Service; performs other duties as assigned.

Qualification Requirements:

Graduating from College or University with a major in Accounting or related field and at least four years of experience in accounting including supervisory experience

Secure Application Forms From and Return to
FSM National Government Personnel Office
or send your application to email address
personnel@personnel.gov.fm