

EA NO: FSM-028-24RI  
OPENING DATE: 5/2/2024  
CLOSING DATE: 5/16/2024

# EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

P.O.Box PS-35  
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Tel:(691)320-2618/2642  
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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:**

### **TRUST FUND ACCOUNT SPECIALIST**

PL-36/1

\$862.12 B/W + \$40.00 Cola = \$900.12 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 & Administration  
Division of Investment and International Finance

## **DUTIES (ILLUSTRATION ONLY):**

Prepares and maintains the manual ledges for the FSM Trust Fund, reconcile manual ledgers for FSM Trust Fund versus the system to ensure that all transactions and posted accordingly, reads and interprets public laws passed by the Congress regarding FSM Trust Fund, reviews and prepares reimbursement requests from the States and National Governments, prepare quarterly reports for FSM Trust Fund, assists internal and external auditors when needed, assists in the preparation and dissemination of quarterly report for FSM Trust Fund to the Congress, President and States as required, assists in recording and distributing monthly transactions as reported by the custodians, assists Investment Financial Analyst with maintenance and recording of all FSM Trust Fund receipts on the FMIS, assists in reconciling FMIS record on FSM Trust Fund cash receipts, keep records and filing of allotments of FSM Trust Fund, prepare and coordinate meetings for Board of Trustees as required, prepare and coordinate meetings for Investment Advisor as needed, prepare minutes at the Board of Trustees Meetings, prepare Travel Arrangements for Board of Trustees, assist to prepare and maintain an amortization schedule of all loans, including schedule of payment dates and amounts, assist Reconcile and maintain a current records of all outstanding loan balance with the lending institutions, assist Ensure that all Debt services are process on timely manner, and perform other duties as assigned.

## **Qualification Requirements:**

Graduated from a four year college with major in Finance, Business Management, Accounting or related field, plus two years of experience in Accounting, and at least five years of work in Accounting related areas.

Secure Application Forms From and Return to  
FSM National Government Personnel Office  
or send your application to email address  
[personnel@personnel.gov.fm](mailto:personnel@personnel.gov.fm)