

EA NO: FSM-078-24
OPENING DATE: 9/9/2024
CLOSING DATE: 10/9/2024

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 Micronesians 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 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 Supreme Court
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist in analyzing and verification of Judiciary's financial documents for processing; prepares and assists in the preparation, calculation and verification of claims for payment; maintains ledgers and assists in reconciliation of all purchases, payments and personnel travels; furnished financial data for report preparations required of the Judiciary; acts in place of Administrative Office when necessary; attends to and responds to vendors and customers in need of administrative assistance; assist in maintaining an orderly administrative filing systems; provide assistance to field offices on administrative needs; assist Director if Court Administration and Court administrator in all administrative matters relating to FSM Judiciary; performs administrative and clerical support services for the FSM Judiciary; assist in maintaining timesheets, requests for leaves for FSM Judiciary personnel; maintain accurate log of all purchases, follow up payments with FSM finance and make payments to vendors; assist in making travel and accommodation arrangements for Justices and staff of court; assist in court's compliance to all General Court Orders relating to Code of Ethics, Dress Code, Absenteeism, Vehicle Log, and Sexual Harassment in Workplace; assist in maintain safe and secure work environment and make recommendations for improvement to the court; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduated from a College or University with an Associate degree in Secretarial Science, Computer Science, Business Management, Financial, Accounting or related field plus at least 3 years of work experience in the related fields.

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