

# **Account Technician III (FSM Department of Finance and Administration) Pohnpei**

It is the policy of the FSM Government that qualified FSM citizen 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:**

### **Account Technician III**

PL 24/1

\$465.52 B/W + \$40.00 Cola = \$505.52 B/W

This is the minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

## **LOCATION:**

Department of Finance & Administration  
Division of Treasury  
FSM National Government  
Palikir, Pohnpei 96941

## **DUTIES (ILLUSTRATIVE ONLY):**

Assist in the establishment and maintenance of procurement records files; assist in receiving and verifying outgoing, incoming cargo against -shipping documents, purchases order and prepares receiving reports; participates in loading, unloading of merchandise to and from the warehouse; transmits invoices from various vendors to accounting division for payments; maintains fixed assets in clearing outstanding PO advances; perform other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or University with a Associate Degree in Business Administration, Accounting or other related fields, plus two(2) to three(3) years of experience in accounting, or a related field.

*Secure Application Forms From and Return to FSM National Government Personnel Office*

*or send your application, resume, along with other credentials to the below email address:*

*personnel@personnel.gov.fm*