

Expired: Accountant I (Office of MiCare) Pohnpei [closing date: November 16, 2025]

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

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:

MiCare

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Prepares periodic analysis of premiums for short/over contributions; In charge of preparing billing statements to all practicing entities/individuals to ensure timely collection of premiums; Responsible for the collection of account receivables; Maintains adequate filing and retrievable system on all members' premium contributions; Prepare letters and notices to participating group accounts and individual members with overdue premiums; Prepare a notice of termination to individual accounts and agencies; Prepare payroll reimbursement to FSM National

Government; Assists in inputting medical claims from different network off-island providers; Perform other duties as assigned.

Qualification Requirements:

Graduation from a two-year college with a degree in accounting or a related field, plus one (1) year of experience comparable to an Accountant Technician I. Must possess strong computer skills and be proficient in software and database applications such as Microsoft Word, Excel, Access, Outlook, and PowerPoint. Must demonstrate strong communication skills (oral, written, and active listening), the ability to operate standard office equipment, and the ability to work effectively both independently and as part of a team.

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