

Accounts Payable Specialist (FSM MiCare Health Insurance Plan Office) Pohnpei

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:

Accounts Payable Specialist

PL-32/1

\$706.22 B/W + \$40.00 COLA = \$746.22 BW

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 Health Insurance Plan Office

FSM National Government

Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):

Managing accounts payable using accounting software and other programs; Handling accounts payable for separate entities and vendors; medical Claims Payable, Administration Payables; Ensuring bills and payroll for FSM and Manila staff are paid in a timely and Accurate manner while adhering to departmental procedure; Processing due invoices for payments; Comparing purchase orders, process, terms of payment, and other charges; Processing transactions and performing accounting duties such as account maintenance, recording entries, and reconciling books of accounts; Performs processing of on-island and off-island

reimbursements and reconciliation of accounts from different on-island clinics and pharmacies; Prepare monthly aging of payables to on-island clinics and pharmacies for the company cash flow program; Perform other duties as assigned.

Qualification Requirements:

Graduation from a College or University with a Bachelor Degree in Accounting, Finance, or related field plus three (3) to five (5) years of relevant accounts payable or finance experience; Proficiency in Microsoft Excel (spreadsheets, formulas) and Quick Book; High attention to detail to ensure accuracy and prevent fraud; Excellent verbal and written skills for vendor communication.

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