Senior Tax Officer (FSM Department of Finance & Administration_ Division of Custom & Tax Administration) Kosrae [closing date: 11/30/2026]

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:
Senior Tax Officer
PL-32/1
$706.22.69 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:
Department of Finance and Administration
Customs and Tax Administration Division
FSM National Government
Kosrae Field Office

Duties & Responsibilities:

Conduct tax audits and assessments to ensure compliance with tax laws; Review tax returns, financial statements, and records for

accuracy and discrepancies; Implement efficient audit processes and risk assessment methods; Utilize data analysis for identifying trends and anomalies; Assist taxpayers in understanding and fulfilling their tax obligations; Provide guidance on tax laws, regulations, and filing procedures; Participate in taxpayer education programs and workshops; Contributes to the development of educational materials and resources; Prepare detailed reports of audit findings and tax assessments; Maintain accurate records of audit activities, taxpayer communications, and case documentation; Ensure timely and accurate reporting to supervisors and authorities; Uphold high standards of accuracy and professionalism in tax-related activities; Collaborate with colleagues, team members, and relevant stakeholders; Coordinate with external agencies to facilitate tax compliance; Assist in the resolution of tax-related issues and disputes; Build and maintain positive relationships with clients and stakeholders; Engage in ongoing training and development to enhance tax expertise; Stay updated with changes in tax laws and industry best practices; Pursue relevant certifications or qualifications as required; Implement knowledge-sharing practices within the team; Engage in training, development, and performance planning; Contribute to planning work programs and state-level initiatives; Identify areas to improve processes in the CTA Field Office, apply best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in tax operations; Identify opportunities for resource optimization, cost savings, and revenue generation, exploring innovative approaches to enhance financial efficiency and effectiveness within the department; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks,

assignments and projects as requested by the Tax Team Leader or Field Office Manager on an ad hoc basis, that are within the incumbent’s capabilities.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor’s degree in business, Accounting, or similar field. At least Five (5) years of tax experience and two (2) years of audit experience.

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

---

Taxpayer Services Officer (FSM Department of Finance & Administration_Custom & Tax Administration Division) Yap [closing date: 11/30/2026]

It is the policy of the FSM Government that qualified FSM citizens are given 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:
Taxpayer Services Officer
PL 28/1
$609.68 BW + $40.00 = $649.68 BW

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 qualification of the appointee.

LOCATION:
Department of Finance & Administration
Customs and Tax Administration Division
FSM National Government
Yap Field Office

DUTIES (ILLUSTRATION ONLY):
Provide electronics services to the public, offering guidance on tax procedures, fulfilling tax obligations, and resolving common tax issues; Develop self-service options to empower taxpayers in managing their tax affairs independently; Ensure easy-to-understand and accessible guidance is available to taxpayers; Respond to taxpayer enquiries via correspondence, telephone or at the public counter; Process tax returns accurately and efficiently; Manage tax registers, maintaining the security and authentication of taxpayer information; Oversee compliance for taxpayers and address related tax issues; Evaluate taxpayer satisfaction through customer experience management and satisfaction surveys; Contribute to public awareness initiatives; Ensure privacy of tax information for taxpayers; Collaborate with relevant stakeholders on a national level within the domain of taxpayer services; Support public education and awareness campaign; Enhance the accessibility and user-friendliness of electronic services for taxpayers; Facilitate the adoption of self-service options to empower taxpayers in managing their tax affairs; Maintain accurate tax registers

while ensuring the security and authentication of taxpayer information; Identify areas for process improvement within the CTA Field Office, Implement best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in operations; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks, assignments and projects as requested by the Field Office Manager on an ad hoc basis, that are within the incumbent's capabilities.

Qualification Requirements:
Graduation from an accredited college or university with an Associate degree in Business, Accounting, or similar field. At least two (2) years relevant working experience.

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

---

Analytics Manager (FSM Department of Finance & Administration_Custom & Tax

Administration) Pohnpei [closing date: 10/29/2026]

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:
Analytics Manager
PL-38/1
$954.69 B/W + $40 COLA = $994.69 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 Custom and Tax Administration
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
To lead, oversee, and develop the division's data analytics capability. The role involves managing the effective use of data from the RMS and ASYCUDA systems, ensuring high-quality insights, audit selections, compliance assessments, and operational reporting. The Analytics manager will drive evidence –based decision-making, guide improvements in business processes, and provides leadership and technical support to analysts within the division; perform other duties as assigned.

Qualification Requirements:

_Graduation form an accredited college or university with a Bachelor’s Degree in data analytics, Accounting, Business, computer science, information technology or in a related field plus 2 to 3 years of work experience in data analytics and compliance, or other 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

---

Payroll Manager (FSM Department of Finance & Administration) Pohnpei [closing date: 11/2/2026]

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:
Payroll Manager
PL-36/1
$862.12 B/W + $40.00= $902.12 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:

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

DUTIES (ILLUSTRATION ONLY):

- Manage end-to-end payroll processing for weekly, bi-weekly, and monthly cycles, including off-cycle adjustments;
- Ensure adherence to IRS, FLSA, state, local, and international payroll regulations;
- Establish and maintain payroll policies, procedures, and internal controls;
- closely with HR and Finance to align payroll with employee data, benefits, and accounting;
- Prepare quarterly, annual, and ad hoc payroll reports for management and regulatory agencies.
- Supervise payroll staff, provide training, and resolve complex payroll issues;
- Manage payroll software, integrations with HRIS/timekeeping systems, and troubleshoot errors;
- Perform other duties as assigned.

Qualification Requirements:

Graduation from University or College with bachelor's degree in accounting, Finance, Business Administration plus five (5) years in payroll or accounting, with at least 1–3 years in a supervisory role. **Technical skills:** Proficiency in payroll systems (e.g., ADP, Workday, SAP), Excel, and HRIS platforms. **Knowledge:** Strong understanding of tax laws, labor regulations, and benefits administration. **Soft skills:** Leadership, problem-solving, attention to detail, and ability to handle confidential

information. **Certifications** (Preferred): Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC).

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

Accountant I (FSM Department of Finance & Administration) Pohnpei [closing date: 11/1/2026]

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:

Department of Finance & Administration- Treasury
FSM National Government
Pohnpei, FSM 96941
(Chuuk Field)

DUTIES (ILLUSTRATION ONLY):

Collects and disburses FSM General Funds in accordance with established laws and regulations; Assists in making disbursement pursuant to certified vouchers on all bank accounts; Assists the manager over all operations of the branch; Deposits all collections on daily basis into the National Government Account in banks; Prepares wire transfer funds, deposit slips, and input cash receipts for issuance; Maintain files for check register; Prepares manual checks and responsible for segregation of checks; Mails checks and other mailing items to outside organizations, offices, vendors and customers; Perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with an associate degree in accounting or Business Administration. At least two (2) years' experience in accounting or related field. Must be computer literate, most preferable w/Excel & Power point

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

Manager, Billing and Account Receivable (FSM Department of Finance & Administration) Pohnpei [closing date: 10/25/2026]

It is the policy of the FSM Government that qualified FSM citizens be given first priority for employment consideration; with other Micronesians and U.S. citizens in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:
Manager, Billing and Account Receivable
PL-36/1
$862.12 B/W + $40.00 = $902.12 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 National Treasury
FSM National Government
Kolonia, Pohnpei FM 96941

DUTIES: (ILLUSTRATIVE ONLY):

Assure timely collection of monies due to the FSMNG; monitor and report on deviations from proper settlements; assure timely and accurate billing; monitor the advances given to the overseas offices to maintain accountability of the advances vs. expenditures; manage cash application making sure all cash receipts are applied properly to the overseas missions (UN, DC, China, Fiji, Japan Embassies and Consulate Offices of Guam and Hawaii); assure that a standard billing form is made as FSMNG form; contract all hosting agencies or governments funding FSMNG staff/officials on seminars, meetings, etc.; make recommendations to improve quality of Billing and collection procedures; ensures that there is a sub-ledger maintained for billings totals/aging totals/cash receipts/adjustments; responsible to monitor the advances send to the overseas missions and to maintain a ledger; reconciliations of bank accounts for all overseas bank accounts and make JV for adjustments; responsible to review and book all transactions of the overseas missions (all embassies and consulate offices); supervising the billing of travel advances; responsible to issue billings on travel advances on a monthly basis; Account Receivable Manager will be required to manage a staff of 1 or 2; reports on any matters that need the attention of the higher level staff of the division; review the work of the subordinates on NOAA Weather transactions; performs other duties as assigned.

QUALICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in accounting or business administration or related field plus three (3) years of work experience in financial management, preferably in accounting area.

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

Financial Management Specialist (FSM Department of Finance & Administration) Pohnpei [closing date: 10/25/2026]

It is the policy of the FSM Government that qualified FSM citizen is given 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:
Financial Management Specialist
PL 32/1
$706.22 B/W + $40 COLA = $746.22B/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):

Responsible in preparing the funds status reports on all CFSM Funded Projects for the FSM State CFSM projects and all other funds that the President/Vice President are the allotees; Ensure that all transaction of all the funds were posted accordingly and that expenditures do not exceed the authorized funding level; maintain manual ledgers for all the CFSM Projects accounts; prepares schedules needed for financial statements upon requests by the Auditors and assists the Auditors with their transition, ledgers and all needed documents during the auditing period in the Division; certifies funds availability of all Federal Programs, General Funds and CFSM funds; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or University with a Bachelor Degree in Business Administration, Accounting or closely related fields plus three (3) years of work experience in financial management, preferably in Accounting area.

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

Secretary (FSM Department of Finance & Administration_ Investment Division) Pohnpei [closing:10/25/2026]

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:
Secretary
PL-20/1
$427.24 B/W + $40.00 COLA = $467.24 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:
Investment Division
Department of Finance & Administration
FSM National Government
Pohnpei, FSM 96941

DUTIES (ILLUSTRATION ONLY):
Established and supervises the maintenance of files, both incoming and outgoing for office records and retrieves documents/information when needed; overseas the office supplies for the division, prepares purchases purchase order for purchase of office supplies to maintain sufficient supplies on hand at all times; type letter, memoranda, reports, legislation,

policies, procedures and other documents; prepares time sheet for the division employees from time and attendance cards; make appointments for meetings, conference, etc. for the Assistance Secretary; performs other duties as assigned.

Qualification Requirements:
Graduation from two years college in Secretarial Science with good command of spoken and written English. Must be computer literate, most preferably with word and excel application.

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

Budget Analyst III (FSM Department of Finance & Administration) Kosrae [closing date: 10/12/2026]

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:
Budget Analyst III
PL-34/1

$779.30/W + $40.00 COLA = $819.30 B/W

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

LOCATION:

Department of Finance & Administration
FSM National Government
Kosrae Field Office

DUTIES&RESPONSIBILITIE:

Review evaluates and edit budget narrative justification assuring conformity with the established format and the validity of the expressed needs for fund; recommend appropriate action on budget request; collect and complies research material for use as a set ofreference on congressional and other hearing; collect information and prepares supporting tables andcharts for the apportionment and allotment request; analyst financial report projects trends of obligation and expenditures and advise the assistant secretary of potential problems when necessary; prepares and expedites quarterly and other allotment; maintain accurate and update files and record of allocation allotment; and related material prepared by the division; analyze the relation between budget request and performance date; assist in representing the office during congressional budget request; collect data needed for compliance of the finance expenditure plan for compact section 221(b) SBG funds on an annual basis to be submitted to U.S department of interior as require under the terms of the compact; performs other duties assigned.

QUALIFICATION REQUIREMENTS:

Graduated from an accredited college or university with a Bachelor’s degree in Accounting, Business Administration, or a

related field, plus four (4) years of work experience in budgeting and two (2) year of experience as a Budget Analyst II.

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

Financial Management Specialist (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:
Financial Management Specialist
PL 32/1
$706.22 B/W + $40 COLA = $746.22B/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):
Responsible in preparing the funds status reports on all CFSM Funded Projects for the FSM State CFSM projects and all other funds that the President/Vice President are the allotees; Ensure that all transaction of all the funds were posted accordingly and that expenditures do not exceed the authorized funding level; maintain manual ledgers for all the CFSM Projects accounts; prepares schedules needed for financial statements upon requests by the Auditors and assists the Auditors with their transition, ledgers and all needed documents during the auditing period in the Division; certifies funds availability of all Federal Programs, General Funds and CFSM funds; and perform other duties as assigned.

QUALIFICATION REQUIREMENTS:
Graduation from an accredited college or University with a Bachelor Degree in Business Administration, Accounting or closely related fields plus three (3) years of work experience in financial management, preferably in Accounting area.

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