

# Field Office Manager (Department of Finance and Administration) Kosrae {closing date: February 22, 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:

Field Office Manager

PL-38/1

\$954.69 B/W + \$40.00 COLA = \$994.69

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

Kosrae Field Office

## DUTIES (ILLUSTRATION ONLY):

Lead and manage a Field Office of CTA, a division of National Department of Finance and Administration (DOFA); Advise and assist the Assistant Secretary of DOFA on matters related to Customs and tax; Supervise and direct the daily operation of

taxpayer services, tax collections, and tax audit programs within the Field Office; Supervise and direct the Customs activities of the Field Office; Assign and schedule Field Office staff to CTA activities; Monitor staff and activities to ensure targets and objectives are met; Set good attendance requirements, monitor attendance, and prepare timesheets; Provide to the Assistance Secretary of CTA, and other authorized Departments and agencies, tax, and Customs information and data; Make decisions at a delegated level on the administration of the Field Office; Make decisions at a delegated level relating to tax and Customs matters; Manage and review the performance of Field Office staff on a regular basis, and provide regular feedback to those staff on their performance; Together with the Assistant Secretary of CTA and the Tax Advisor, review CTA processes, structure, and performance, to improve them where possible; Provide monthly reports to the Assistant Secretary of CTA on the Field Offices performance; Ensure that positions within the Field Office Structure are filled; Request operational Supplies to ensure the smooth running of the Field Office; Ensure that he/she and his/her staff comply with the confidentiality provisions of the Tax Code; Promote and maintain good public relations with taxpayers, imports, and other third parties CTA work with; Provide relevant training to Field Office staff to enable them to perform their duties; Assist with litigation on tax and customs matters; Work cooperatively with the CTA HQ Managers to ensure their program target and objectives are met; Perform other duties assigned by the Assistant Secretary of CTA.

**Qualification Requirements:**

Graduation from an accredited college or university with a degree or major in business administration, accounting, or a business-related field plus the equivalent five (5) years of experience in auditing,

accounting, tax administration, customs, or a related fields.

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](mailto:personnel@personnel.gov.fm)