

Fiscal Officer (FSM Department of Transportation, Communication & Infrastructure -Infrastructure Maintenance Fund (IMF) Program) Chuuk [open until filled]

The Government of the Federated States of Micronesia (FSM) is seeking well-qualified individuals to fill the position of **Fiscal Officer** for the FSM National Government, Infrastructure Maintenance Fund (IMF) Program in **Chuuk**.

Duties & Responsibilities:

- Responsible for overseeing the financial operation of the Program
- Prepare monthly Quarterly and Annual Financial Report
- Review monthly progress invoices submitted by contractors/consultants and ensure complete documentation before submission for approval.
- Review change orders for contract extension and ensure complete documentation before submission for approval
- Assist in the procurement of supplies, materials, equipment etc. for the accounting system for the office
- Establish material control procedure
- Prepare annual budget for the Fiscal Year in consultation with the management for submission to the Budget Review Committee, after approval by IPIC
- Attend BRC and legislative hearings related to budget
- Collaborate with State and National Government

stakeholders and counterparts regarding the financial reports

- Perform other duties as assigned

Qualification Requirements:

Graduate from an accredited college or university with a Degree in Accounting or related field **plus two** (2) years of work experience in related field.

Salary:

A Salary of \$35,000 per annum depending upon the qualifications of the applicant.

To Apply:

Submit resume or application by mail to the following addresses:

Department of TC&I

Office of Personnel

P.O.Box Ps-2

P.O. Box PS-35

Palikir, Pohnpei FM 96941
Pohnpei FM 96941

Palikir,

Email: tci@tci.gov.fm /pmu@tci.gov.fm
personnel@personnel.gov.fm

Email:

The Office of Personnel will be accepting application/resume from today until filled.

THE FSM AN EQUAL OPPORTUNITY EMPLOYER