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