

# **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*