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