Senior Tax Officer (FSM Department of Finance & Administration_ Division of Custom & Tax Administration) Kosrae [closing date: 11/30/2026]

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:
Senior Tax Officer
PL-32/1
$706.22.69 B/W + $40.00 COLA= $746.22 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 and Administration
Customs and Tax Administration Division
FSM National Government
Kosrae Field Office

Duties & Responsibilities:

Conduct tax audits and assessments to ensure compliance with tax laws; Review tax returns, financial statements, and records for

accuracy and discrepancies; Implement efficient audit processes and risk assessment methods; Utilize data analysis for identifying trends and anomalies; Assist taxpayers in understanding and fulfilling their tax obligations; Provide guidance on tax laws, regulations, and filing procedures; Participate in taxpayer education programs and workshops; Contributes to the development of educational materials and resources; Prepare detailed reports of audit findings and tax assessments; Maintain accurate records of audit activities, taxpayer communications, and case documentation; Ensure timely and accurate reporting to supervisors and authorities; Uphold high standards of accuracy and professionalism in tax-related activities; Collaborate with colleagues, team members, and relevant stakeholders; Coordinate with external agencies to facilitate tax compliance; Assist in the resolution of tax-related issues and disputes; Build and maintain positive relationships with clients and stakeholders; Engage in ongoing training and development to enhance tax expertise; Stay updated with changes in tax laws and industry best practices; Pursue relevant certifications or qualifications as required; Implement knowledge-sharing practices within the team; Engage in training, development, and performance planning; Contribute to planning work programs and state-level initiatives; Identify areas to improve processes in the CTA Field Office, apply best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in tax operations; Identify opportunities for resource optimization, cost savings, and revenue generation, exploring innovative approaches to enhance financial efficiency and effectiveness within the department; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks,

assignments and projects as requested by the Tax Team Leader or Field Office Manager on an ad hoc basis, that are within the incumbent’s capabilities.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor’s degree in business, Accounting, or similar field. At least Five (5) years of tax experience and two (2) years of audit experience.

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