

Tax Team Leader (FSM Department of Finance and Administration) Kosrae [closing date:6/13/2026]

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:

Tax Team Leader

PL-34/1

\$779.30 B/W + \$40.00 Cola = \$819.30

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:

Division of Custom & Tax Administration
Department of Finance & Administration
Kosrae Field Office

DUTIES (ILLUSTRATION ONLY):

To lead and guide the customs team, analyze trade data for process improvement, ensure compliance, provide mentorship, and contribute to effective cross-functional collaboration for efficient and ethical customs operation; performs technical customs inspections of incoming cargoes at wharf, business premises, post office and airports and clearance of incoming carries and vessels; inspects deplaned passengers and baggage

for taxable, smuggled, and unallowed items; assess taxes on them, or seize them if necessary; assesses and collects correct import duties through Customs Automated System; ensures proper documentation made upon all import clearance according to import requirements, considering legal restrictions, country of origin, import quotas, and current market values; issues clearances to outgoing vessels and aircrafts; assist customers on quarterly returns/ reports; files quarterly returns and reports; deliver demand notices for payment; conducts audits on medium size businesses(PCA & Income/Wages/BGR); prepare audit reports; prepares and deliver summons; prepares and deliver levy; update delinquent accounts; provides technical assistance and advise to Customers on national tax matters; provide training on issues of Customs and Tax; organizes with approval of OIC/DAS plans for CTA; ensure all duties of tax officers flow properly; involves self in the planning of all operations for the year; perform other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a bachelor's degree in Business Administration, Accounting, Finance, or a related field, plus three (3) to four (4) years of relevant work 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*