

EA NO: FSM-006-18
OPENING DATE: 1/23/18
CLOSING DATE: 2/23/18

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government

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 Classifying Technician II
PL-26/1
\$347.86 B/W + \$40.00 (\$387.86 B/W)

This is the minimum rate at step one of the grade. Higher rates maybe authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Finance
Division of Customs & Tax
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assist in progressing income tax refund and claims on a timely manner; provide technical assistant to Field Offices if required; receives, verifies and post employee's income tax report and ensures payments are correct; input data from the tax return to the computer and generate various report; keeps proper filing of both GRT and Wages Returns; ensures that all required information is included with the return, all computations are correct and the payment is made; ensures that payment information on the tax returns agrees to the cash receipts by cross-referencing the information on the two documents; reports discrepancies to the Taxpayer Service Manager by drafting memorandum to the relevant Deputy Assistant Secretary; identifies delinquent taxpayers on the report of delinquent tax returns and delinquent taxes and sending the reports out to the field office; reviews these reports at least once every two weeks to monitor progress and to update its records; assist in tax awareness program or processes; perform other related field as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from a recognized college or university with a degree in the fields of business administration, accounting or tax related field plus two (2) years of responsible work experience in accounting. Must be able to operation office computers knowledge and skill in Microsoft and excel.