

FA NO: **FSM-018-18**
OPENING DATE: **2/05/18**
CLOSING DATE: **3/05/18**

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 Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Manager, Billing and Account Receivable
PL-34/1
\$ 511.86 B/W + \$40.00 Cola

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 qualifications of the appointee.

LOCATION:

Department of Finance & Admin.
Division of National Treasury
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Assure timely collection of monies due to the FSM National Government; monitor and report on deviations from proper settlements; assure timely and accurate billing; monitor the advances given to the overseas offices to maintain accountability of the advances vs. expenditures; manage cash application make sure all cash receipts are applied properly to the overseas mission ; contact all hosting agencies or governments funding FSMNG staff/officials on seminars, meeting, etc.; ensure that there is a sub-ledger maintained for billings totals/aging totals/cash receipts/adjustment; responsible to monitor the advances send to the overseas missions and to maintain a ledger; reconciliation of bank accounts for all bank accounts and make JV for adjustments; responsible to review and book all transactions of the overseas missions (all embassies and consulate offices); responsible to issue billings on travel advances on a monthly basis; review the work of the subordinates on NOAA Weather transactions; performs other duties as assigned.

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Manager, Billing and Account Receivable

QUALIFICATION REQUIREMENTS:

Graduation from college or university with a Bachelor's degree in accounting, finance, business administration or a related, plus four (4) years of experience in accounting of which one year in governmental accounting.