

EA NO: FSM-038-21

OPENING DATE: 5/21/2021

CLOSING DATE: 6/21/2021

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM 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:

Fiscal Officer
PL-34/1
\$511.86 B/W + \$40 Cola

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:

MiCare Health Insurance Plan
FSM National Government
Kolonja, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Reviews and analyze enrollees premium deductions, monitors premium collections and enforces timely reporting by employers; assist the Comptroller in developing accounting system, designing enrollment database and monitoring financial performance and other insurance development projects; certifies and validates membership status for off-island referral authorization and on-island status to ensure the adequacy of utilization control; prepares monthly collection report and any statistical report that may require by the management for decision making purposes; performs processing of on-island reimbursements and do reconciliation of accounts from difference on-island private clinics and pharmacies; in charge in monitoring collections of members' Patient Share through payroll allotment and assist the management in strengthening the existing system; assists the Comptroller in preparation of annual budget and responsible for certification (Budget) fund availability in each budget line item; responsible in monitoring collections of main office, branch offices and prepares monthly collection report; prepares monthly aging of payable to on-island clinics and pharmacies for company cash flow program; prepare weekly cash position reports and monthly collection report and other treasury related reports; prepare bi-weekly payroll for Manila staff; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college or university with a degree in Business Administration, Accounting or related field plus three (3) years of work experience in accounting or equivalent.

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Government Personnel