

POSITION VACANCY ANNOUNCEMENT

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| Location: FSM Social Security Administration Headquarter, Kolonia, Pohnpei FM | Opening Date: June 18, 2019 |
| Position: Account Analyst | Closing Date: July 3, 2019 |
| Salary Range: \$5,000 to \$8,000 (depending upon qualifications) | |

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of Account Analyst. This position reports directly to the Comptroller. Responsibilities for this position include assisting the Comptroller in maintaining FSM Social Security Administration accounting policies and practices, in particular ledger entries, cash receipts and the fixed asset register.

Nature of Work:

1. Process various general ledger, voucher, travel claims and accounts receivable items on a regular basis and with error free results;
2. Collect, review and reconcile all Branch miscellaneous cash receipts and deposits regularly and accurately;
3. Ensure that all necessary fund transfers from the savings account are carried out, to maintain the operations/payroll accounts at the prescribed and/or necessary level;
4. Carry out fixed asset inventories as required and maintain the fixed asset register accurately and in an up to date condition;
5. Correctly and in a timely manner, issue stop payment orders to banks for lost, stolen or missing benefit checks;
6. Perform other duties as assigned.

Salary

Ranging from \$5,000.00- \$8,000.00 per annum (depending on qualifications and experience) with excellent benefits package.

Qualifications:

- Education - Degree in accounting or an allied discipline
- Experience - Two years plus bookkeeping experience.
- Work Ethics - Accurate, with an interest in figures/numbers.

Application Instruction

Any interested candidates should obtain application form at any Social Security Branch Office or Headquarters. Submit the application or show postmark if mailed, no later than July 3, 2019 along with diplomas and/or transcripts to any of the Social Security Branch Offices or to:

Federated States of Micronesia Social Security Administration
P.O. Box L
Kolonias, Pohnpei FM 96941

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| APPROVED FOR BROADCAST/ANNOUNCEMENT BY: | |
|  Alexander R. Narruhn Administrator, FSMSSA | 06/17/19 Date |