

POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration Kolonia, Pohnpei FM	Opening Date: December 10, 2020
Position: Collection Clerk	Closing Date: December 28, 2020
Salary Range: \$5,000 to \$12,000 (depending upon qualifications)	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of a Collection Clerk at the Pohnpei Branch Office. This position reports directly to the State Branch Manager. Responsibilities for this position include assisting the Branch Manager's duties of enforcing quarterly Social Security tax payment and employers' reporting requirements.

OBJECTIVES:

1. Assist the Branch Manager/Assistant Branch Manager as, when and in what manner required, in a competent, reliable and timely fashion;
2. Assist with the collection on a timely and competent basis of all necessary and relevant data on tax collection for reporting to Branch Manager and transmission to Headquarters for appropriate action;
3. As instructed by the Branch Manager, carry out all necessary requirements involving tax collection, receipts and banking;
4. Prepare weekly Schedule of Tax Collections/Deposits in an efficient, reliable and timely manner to Headquarters;
5. Assist in ensuring that tax collections on current quarters are both properly undertaken and accounted for;
6. Update Headquarter on all employers with payment agreement if current quarters are becoming delinquent;
7. Assist Branch Manager in identifying current delinquent employers and ensure all concerned employers are well informed of delinquent quarters on a quarterly basis;
8. Carry out filing of branch's copies of Social Security Tax Returns on a planned and regular basis, such that files can be retrieved easily and quickly, at all times;
9. Practice good customer relations in dealing with all State level FSM Social Security Administration stakeholders. Answer employer queries in a pleasant, supportive and informative manner;
10. Perform other duties as assigned.

Requirements of Work

Must have excellent work ethics; dedication, leadership, efficiency, good communication skills and good human/customer relations. Must also possess a valid Driver's License.

Education & Work Experience Requirements

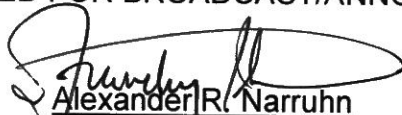
Position requires at least two years of college in Business Administration, preferably an accounting major plus two years of experience in a Social Security Program or in any collection or financial organization.

Application Instruction

Any interested candidates should obtain application form at any Social Security Branch Office, Headquarter or website: www.fsmssa.fm. Submit the application or show postmark if mailed, **no later than December 28, 2020** along with diplomas, degree(s) and/or transcripts to any of the Social Security Branch Offices or to:

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

APPROVED FOR BROADCAST/ANNOUNCEMENT BY:


Alexander R. Narruhn
Administrator, FSMSSA

12/09/20
Date