

## POSITION VACANCY ANNOUNCEMENT

Location: FSM Social Security Administration, Chuuk Branch	Opening Date: June 8, 2021
Position: Collection Clerk	Closing Date: June 23, 2021
Salary Range: \$7,000 - \$9,000 per annum (depending upon qualifications and experience)	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of a Collection Clerk at the Chuuk 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 employer's reporting requirement.

### **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 Taxes Collection/Deposit 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 written and verbal communication skills, excellent work ethics, reliable and good human/customer relations. Must also possess a valid Driver's License.

**Education & Work Experience Requirements**

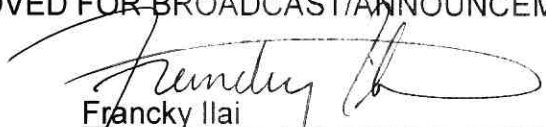
Position requires at least two years of college in Business Administration, preferably an accounting major plus two years of work experience in a Social Security Program or in any Collection or Financial Organization.

**Application Instruction**

Any interested candidates should obtain application form at any Social Security Branch Office or Headquarters. Submit the application or show postmark if mailed, **no later than June 23, 2021** 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  
Kolonja, Pohnpei FM 96941

APPROVED FOR BROADCAST/ANNOUNCEMENT BY:

  
Francky Ilai  
Acting Administrator, FSMSSA

06/07/21  
Date