



VACANCY ANNOUNCEMENT

FSMTCC Vacancy Announcement NO: **01-2021**
OPENING DATE: **02/22/21**
CLOSING DATE: **Until filled**

POSITION & SALARY

Book Keeper/Accountant \$9,000 to \$13,520/annum
Higher Salary may be considered depending upon qualification

LOCATION

FSMT Cable Corp Main Office
Pohnpei

A. Scope of Assignment

The accountant is responsible for billing, performing general ledger account and bank statement reconciliation, preparing journal entries and financial statements, creating and maintaining periodic reporting, maintaining fixed asset system, assisting with the annual budgeting for revenues and operational expenses, preparing statistical and financial reports for grantors, maintaining records retention, and assisting FSMTCC management for miscellaneous confidential correspondences.

B. Essential Duties & Responsibilities

- Demonstrates effective communication and problem-solving skills
- Capable of utilizing QuickBooks Accounting Systems, billing systems, MS office software and Excel spread sheet.
- Performs general ledger accounts analyses and reconciliation
- Reconciles the general ledger operating expense accounts and payroll bank statements.
- Responsible for posting of cash receipts and payments into QB General Ledger accounts.
- Assist FSMTCC Management for the preparation of annual Budget
- Prepare Financial reports to be submitted to the FSMTCC board of directors.



FSMT Cable Corporation

- Prepare periodic taxes reports for income tax Withholding and Social Security
- Maintain records retention log to facilitate orderly filing system, and keep permanent records for Balance Sheet Accounts for both paper and electronic storage.
- Responsible for month end financial closing processes.
- Responsible for paying vendors invoices, issue checks to vendors, and post accounts payable transactions to accounting system.
- Responsible for processing bi-weekly payroll and post the journal entries to Accounting system.
- Responsible for issuing Cash Receipt for all collections from debtors and grantors.
- Maintain the Fixed Assets Register
- Prepare and Maintain Depreciation Schedule
- Ability to Maintain Multiple Budgets
- Performs other duties as assigned

C. Qualifications and Experience

The Individual should offer the following qualifications and experience:

- Degree in Accounting or in Business Administration. (*Bachelors preferred, or equivalent experience may be considered*) Minimum of 3-year experience in accounting or related business area. Proven track records of good communication skills. Must have good working knowledge of Quick Books and Microsoft Excel and Word. Ability to meet deadlines and prioritize tasks, work timely and accurately with minimal supervision. Must be a detailed oriented individual.

D. How to apply

Send Application, Resume, School Transcripts and 2 Reference letters via email to:

vacancy@fsmcable.com

or

Mail to: FSM Telecommunications Cable Corp
P.O. Box 2202, Pohnpei FM 96941

<https://fsmcable.com/wp-content/uploads/2021/03/Vacancy.pdf>

JOB APPLICATION FORM

1 Job Applied For: - _____

Photo (optional)

2. GENERAL INFORMATION

a. Name _____

b. Address _____

c. Contact No. (R): _____ Mobile (P): _____

d. Date of Birth : _____ E-mail : _____

3. Marital Status : Single/ Married

Spouse Name _____ Educational Qualification: _____

Work Address _____

Phone _____ Mobile _____

4. Details Of Children

No. Of Children _____ Son(s) _____ Age _____ Daughter(s) _____ Age _____

School / College if studying _____

5. Give two Professional references with knowledge of your work character and not related to you.

a. Name : _____ Phone/Mobile _____

Address: _____

How do you know the person and since how long? _____

b. Name: _____ Phone/mobile _____

Address _____

c. How do you know the person and since how long? _____

ACADEMIC INFORMATION

Qualification	Year of Graduation and degree type	School/College/Univ
Primary		
Secondary		
College		
Post Graduate		
Certifications		

DETAILS OF WORK EXPERIENCE

Name of Employer	Title / Assignment	From	To	Reason for Leaving

6. Write a little about your views on "Work Ethics":

7.

SEMINAR/WORKSHOP/ ATTENDED

SEMINAR/WORKSHOP ATTENDED	Duration	Dates	Description

8. Declaration:

I hereby certify that all statements made and information given by me in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, this appointment shall automatically stand cancelled/ terminated

Date: _____

(Signature of the Applicant): _____