



**FSM DEVELOPMENT BANK
CORPORATE OFFICE
P.O. BOX M**

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Opening Date: January 30, 2026

Closing Date: February 28, 2026

POSITION ANNOUNCEMENT NO. 2026-001

It is the policy of the FSM Development Bank that FSM citizens be given first priority for employment consideration, with other Micronesians, U.S. citizens, and other nationals utilized in positions for which no qualified citizens are available.

POSITION: CASHIER

LOCATION: FSM Development Bank Headquarters- Kolonia, Pohnpei

SALARY: \$13,000.00 per annum

GENERAL DUTIES AND RESPONSIBILITIES (Illustrative only):

- 1. Transaction Handling:** Receive payments and other fees over the counter through cash and checks; assist the bookkeepers in receiving payments through allotment processing and electronic transfers online.
- 2. Receipt Issuance:** Provide official receipts to customers that pay over the counter; assist the bookkeepers in providing official receipts to online and allotment customers; provide accurate change to customers.
- 3. Record Keeping:** Post data to accounting systems and maintain financial logs and collection reports.
- 4. Reporting:** Prepare daily, weekly, or monthly reports on loan collections and other necessary reports.
- 5. Customer Service:** Assist customers with payment inquiries, provide information and assist with payment issues when necessary.
- 6. Other:** Perform other duties as assigned.

Qualification Requirements:

Education and/or Experience:

Associate degree (A.A) or equivalent from a two-year college or technical school. Previous cashiering or financial handling experience, ideally in a government setting. Must possess strong attention to detail, organizational, customer service and communication skills. Must have excellent communication and interpersonal skills to handle sensitive and confidential information and other related situations. Proficiency with MS Word & MS Excel is required. Position

continually requires demonstrated poise, tact and diplomacy.

Computer Literacy Skills: Must be proficient in Microsoft Office Suite and Adobe PDF.

Language Skills: Ability to read and write in English, read and comprehend documents such as policies, procedures, manuals, safety rules, instructions, etc.

Mathematical Skills: Basic math skills (addition, subtraction, division, multiplication)

Reasoning Ability: Ability to apply common sense understanding to carry out instructions given in written, oral, or diagram form.

Certificates, Licenses and Registration: Valid driver license required.

Filing Instructions: All applications, curriculum vitae, and at least three (3) letters of reference shall be completed and submitted to: FSMDB Corporate Office in Kolonia, Pohnpei, or any of the FSMDB Branch offices in Chuuk, Kosrae and Yap State; or, mail to: FSM Development Bank HQ, P.O. Box M, Kolonia, Pohnpei FM 96941; or, fax to 320-2842; or, send by email to: info@fsmdb.fm on or before February 28, 2026. Application forms are available at any of the FSMDB offices and website: www.fsmdb.fm