



# COLLEGE OF MICRONESIA

Drawer F - Kolonia, Pohnpei FM 96941 - Phone: (691) 320-2462 - Fax: (691) 320-2242

## Job Announcement

### Job Description

**Job Title:** Chief Finance Officer (CFO)

**Category:** Accounting

**Level:** III

**Salary:** Annual \$35,000 - \$50,000 per annum, depending on qualifications

**Benefits:** The position is eligible for housing and relocation costs

**Location:** COM LG Central Office, Pohnpei State – FSM

Opening date: October 30, 2023

Closing date: November 17, 2023

### **General Description**

Under the direction of the COM LG Executive Director, the CFO is responsible for the day to day management and maintenance of the organization's overall budget including the development and coordination of annual operating, capital and program budgets, ensuring that cash flow is compatible with the organization's internal and external operations and in compliance with local, national and capacity/competitive grant providers' requirements and policies. As a member of the leadership team at the COM LG Central Office, the CFO is also responsible for all processes relating to financial reporting to the Executive Director, COM LG Board of Regents, the regional Management Team, National Institute of Food and Agriculture and auditing authorities, and to attend and actively participate in all meetings and conferences related to the role.

### **Key Outcomes Required Of The Role**

#### **Essential Function 1:** *Planning, Managing and Maintenance*

#### Supporting Activities:

- Work with the regional Management Team to efficiently develop annual budget proposals.
- Plan, establish and maintain an annual budget for the central office and the partner colleges' Cooperative Research and Extension programs.
- Work with the Executive Director to reconcile and finalize the annual allocations for the central office and the partner college's Cooperative Research and Extension programs.
- Circulate the annual budget to all internal and external key stakeholders
- Provide access to all finance information including audit processes and results
- Ensure grant and contract compliance
- Develop fundraising initiatives to support the endowment fund
- Manage personnel finance including IT and Communication systems
- Research revenue opportunities and economic trends
- Analyze internal operations and identify areas for cost reduction and process enhancement.

- Develop and execute best budgetary practices and approaches
- Work with the Management Team to design and implement initiatives to utilize any and all carryover funds appropriately and efficiently.
- Manage purchases using the central office's credit card diligently and efficiently
- Handle all invoices, receipts, statements and all other supporting documents
- Handle all transactions with all partner financial institutions, airlines, and other relevant vendors

**Essential Function 2: Reporting**

Supporting Activities:

- Prepare and present easy to read summary and detailed budget reports for the Executive Director and the Board of Regents.
- Prepare and present audit results to the Executive Director and the Board of Regents.
- Prepare and present all other easy to read budget reports to all other stakeholders through the COM LG communication channels.

**Essential Function 3: Meetings**

Supporting Activities

- Attend and contribute to all administrative meetings
- Attend and contribute to all board meetings
- Attend and contribute to all other related financial meetings and conferences
- Meet on a quarterly basis with all partner colleges' business office teams via all available communication platforms.

Minimum Qualification:

- Bachelor degree in accounting or business administration
- 5 years of work experience in either field
- Proficient English communication skills in English (reading, writing, speaking and listening)
- Literate in most computer software programs and apps
- Able to travel within the Micronesia region or internationally for a week or longer at least 10 times per fiscal year.

Preferred Qualification:

- Master degree in accounting or business administration and CPA certification
- Exceptional communication skills in English (reading, writing, speaking and listening)
- Exceptional computer skills in most computer software programs and apps
- Able to travel within the Micronesia region or internally for a week or longer at least 10 times per fiscal year.

**Process:**

Application Procedure

To ensure full consideration, candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM application form (send a request to email address [comlandgrant@gmail.com](mailto:comlandgrant@gmail.com) );
3. A current resume that includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;

5. A minimum of three professional reference letters;
6. Court/police clearance not more than 6 months old.

Documents are to be submitted electronically to [comlandgrant@gmail.com](mailto:comlandgrant@gmail.com) (preferably as PDF attachments) or mailed to:

Executive Director  
College of Micronesia Land Grant  
P. O. Box 1179  
Pohnpei FM 96941

(U.S Postal Service domestic rates apply in the Federated States of Micronesia.)

Applications will be accepted until **November 17, 2023**, followed by screening by the committee. Official and hard copies of college transcripts are required to be mailed directly from schools to COM Land Grant when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required.

**The College of Micronesia Land Grant is an equal opportunity employer.  
Marshall Islands, FSM, and Palau Citizens are encouraged to apply**