



## **BANK OF THE FEDERATED STATES OF MICRONESIA (BANK OF FSM)**

**Exciting New Job Opportunities**

**Careers❖Future❖Satisfaction❖Independence❖Respect**

At Bank of the FSM, there are opening(s) for career minded people who would like a challenge. The following position(s) need to be filled:

### **CUSTOMER SERVICE REPRESENTATIVE (TELLER)**

#### **JOB LOCATION: Pohnpei & Yap Branch**

**JOB SUMMARY:** Provides service to customers that primarily involves receiving and paying out money and negotiable instruments, and keeps records of such financial transactions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Receives checks and cash for deposit, verifies amount, and examines checks for endorsements.
2. Cashes checks and pays out money after verification of signatures and customer balances.
3. Enters customers' transactions into computer to record transactions, and issues computer generated receipts. Updates customers' passbooks.
4. Orders daily supply of cash, and counts incoming cash.
5. Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen ensuring that they reconcile.
6. Explains, promotes, or sells products or services such as traveler's checks, money orders, and cashier's checks. Replenishes the supply of such as necessary.
7. Accepts loan payments.
8. Processes wire transfers and prepares wire transfer recap reports (CSA-Merchant Teller).
9. Assists in closing accounts as needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions,

proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**SALARY:** Depending upon qualification

**LOCATION AND CONTACT INFORMATION:**

Bank of FSM  
Corporate Office  
P.O. Box 98  
Kolonias, Pohnpei FM 96941 Tel. (691) 320-2724  
Fax. (691) 320-5359  
Email: [bofsmhq@bofsm.fm](mailto:bofsmhq@bofsm.fm)

**OPEN/CLOSING DATE:**

December 29, 2025 – until filled

Interested candidates please email application or resume to one of the following:

Caroline Movick-Abraham, HRM at [cmovick@bofsm.fm](mailto:cmovick@bofsm.fm)

*BOFSM is proud to be an Equal Opportunity Employer*

Bank of the FSM is the nation's "Bank of First Choice". It is a full service bank, insured by the FDIC. Bank of FSM is totally dedicated to providing superior banking services to the people of Federated States of Micronesia. The corporate office is located in Pohnpei.



Kosrae Chuuk Yap Pohnpei