

EXAMINATION ANNOUNCEMENT



E.A. No.: YP 17-036
Opening Date: 7/5/2017
Closing Date: Continuous

OFFICE OF ADMINISTRATIVE SERVICES
Division of Personnel

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Audit Manager
\$35,000.00 P/A

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

**Office of the Public Auditor
Yap State Government
Colonia, Yap FSM 96943**

DUTIES:

Plans, monitors and supervise the work of all auditors in-charge and staff. Assists in the development and implementation of office policies and procedures. Assists in developing and assisting the office's audit plans, programs, and activities. Reviews audit plans and related audit programs, working papers and draft audit reports, and ensures audits are conducted in accordance with applicable standards. Develops training plans to ensure all audit staff meet their Continuing Professional Education (CPE) requirements; Reviews and revises the audit manual as appropriate; Prepares performance evaluations of subordinates; Discharge the responsibilities assigned by the Public Auditor.

MINIMUM QUALIFICATION REQUIREMENT:

Candidate will have Bachelor's degree in Accounting or related field, at least 10 years of relevant work experience in accounting, finance, and auditing, and be a Certified Public Accountant (CPA). The candidate must be an experienced professional who possesses strong auditing skills and good understanding of internal control systems, outstanding communication skills, and the ability to work effectively in a professional team environment. excellent analytical/ problem solving skills and ability to multi-task is essential. Knowledge and understanding of government operations and government auditing standards is essential. The candidate must be able to work under pressure and with short deadlines; interact effectively with people who have different values, cultures, or backgrounds; use sound judgement and elicit information in difficult and sensitive situations; prioritize multiple projects and tasks; and communicate clearly, concisely, and effectively with technical and non-technical personnel. This position also requires considerable negotiation skills, employing tact, discretion, and diplomacy.

SECURE APPLICATION FORMS
FROM AND RETURN TO YAP
STATE PERSONNEL OFFICE