

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-19-067  
Opening Date: 9/20/2019  
Closing Date: Continuous

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

ysgpersonnel@gmail.com

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: Financial Advisor  
Ungraded (depending on qualifications)  
\$40,000.00- \$48,000.00 PA

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:

Division of Finance  
Office of Admin. Services  
Colonia Yap 96943

#### DUTIES:

Perform a wide variety of duties including but not limited to: Advising the Director of OAS on the State's monetary investments and other related financial matters. Strengthen internal controls over financial reporting, and ensuring compliance with local laws and regulations and U.S. Federal grant terms and conditions. Direct and supervise the staff to ensure efficiency and expediency in the daily operation of the Accounting Section of the Finance Division. Directly manage Yap State Treasury's functions to ensure liquidity at all times. Responsible for maintaining the Yap State Government's financial records and ensuring the accuracy of the financial information. Plan and coordinate preparations for the annual financial audit and liaise with staff, Chief of Finance, and the external auditors to ensure the State's audit is completed within the required time-frame and with the best possible outcome. Advise and assist the Chief of Finance to guide and mentor Finance employees to implement best and acceptable practices of accounting and bookkeeping for the Yap State Government. Advise and assist Director OAS and Chief of Finance on proper resolution of audit findings. Advise and assist Director OAS and Chief of Finance in working with Yap PFM Focal Point with the Acquisition of a new financial management system for the Yap State Government and to ensure that the required financial processes and reports are addressed and defines in the system requirements prior to bidding. Analyze the fixed asset processes for the Yap State Government and advice and assist the Chief of Procurement and Property Management to document and implement procedures to properly account for them. Assist the Chief of Procurement and Property Management to analyze current procedures and processes of reviewing contracts and purchase requisitions and implement and incorporate changes for rapid and efficient turn-around time. Advise and assist Chief of Revenue and Taxation with procedures, manuals, and reports relating to assessment and collection of tax and revenue. Assist Director OAS and Chief of Personnel with matters relevant to Yap State Government employees' personnel actions, contracts, public service system, and benefits. Shall also be responsible for other duties as may be assigned.

#### MINIMUM QUALIFICATION REQUIREMENT:

U.S Certified Public Accountant with at least three to five years' experience in performing audits in accordance with the Yellowbook (U.S. Government Auditing Standards) OR three to five years' experience maintaining a financial management system that was successfully audited in accordance with the Yellowbook. Must demonstrate sufficient knowledge of U.S Government accounting and reporting standards as it relates to small local governments.

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Please contact Gabriel Ramoloilug, Director of the Administrative Services, if you have any questions or wish to discuss any particulars of the position announcement.  
Email: [yapoaservdir@gmail.com](mailto:yapoaservdir@gmail.com) Tel: 691-350-2142 Mobile: 691-926-4610.

**SECURE APPLICATION FORMS FROM AND RETURN TO YAP STATE PERSONNEL OFFICE**

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