

EA NO: FSM-099-24
OPENING DATE: 12/09/2024
CLOSING DATE: 01/09/2025

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel:(691)320-2618/2642
Email: personnel@personnel.gov.fm

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

POSITION AND SALARY:

Auditor I two (2) positions
PL-36/1
\$862.12 B/W+\$40.00Cola = \$902.12B/W

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualifications of the appointee.

LOCATION:

Office of the Public Auditor
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES & RESPONSIBILITIES:

Auditor I
Tabulates and examines specific sections of accounts such as accounts receivable disbursement, petty cash, trail balance, bank reconciliations, and voucher audits, checks for appropriate dates, authorizations, and signature on invoice vouchers; compares purchase order times and price against receipts and inventories; examines check register, verifying vendors names, amounts, and cross checks with correspondence, receipts and invoice. Draft portion of audit report for review by auditor-in-charge; notifies lead auditor of any apparent discrepancies and performs other duties as required.

QUALIFICATION REQUIRMENTS:

Graduated from an accredited college or university with a Bachelor's degree in Accounting, Business, Finance, Economics, English, Civil Engineering, Psychology, Government/Public Policy, Criminal Justice, or a closely related field, plus at least four (4) years of experience in auditing (preferred).

Secure Application Forms from and return to
FSM National Government Personnel Office
or send your application to email address
personnel@personnel.gov.fm