

# EXAMINATION ANNOUNCEMENT



Office of Personnel Administration  
FSM National Government

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

## **POSITION AND SALARY:**

### **Senior Auditor**

PL-30/1

\$640.45 B/W + \$40.00 Cola = \$680.45 B/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 qualification of the appointee.

## **LOCATION:**

Department of Finance & Administration  
Division of Customs and Tax Administration  
Palikir, Pohnpei FM 96941

## **DUTIES (ILLUSTRATION ONLY):**

Develop thorough audit plans aligned with tax regulations and compliance standards to ensure accurate and comprehensive assessments; Coordinate the gathering of relevant and accurate evidence during audits, ensuring a strong basis for audit findings and recommendations; Conduct audits in adherence to established protocols, identifying potential discrepancies, and ensuring the integrity of the audit process; Evaluate tax records and financial documents to ensure compliance with tax laws and regulations; Identify areas of potential non-compliance and financial risks, providing insights for corrective actions and risk mitigation; Prepare clear and concise audit reports detailing findings, recommendations, and suggested corrective measures for management review; Analyze financial data to identify trends, anomalies, and patterns that might indicate potential compliance issues; Interpret tax regulations and laws accurately to assess their applicability to specific cases during the audit process; Present data-driven insights and findings in a comprehensible manner, facilitating informed decision-making by stakeholders; Maintain organized and complete documentation of audit procedures, evidence, and findings to ensure transparency and accountability; Prepare detailed and concise audit reports, clearly presenting findings, conclusions, and recommendations for management's review and action.; Ensure timely submission of audit reports and related documentation to facilitate prompt decision-making and corrective actions; Stakeholder Interaction: Collaborate with taxpayers, internal teams, and regulatory authorities to address enquiries, clarify audit findings, and facilitate compliance discussions; Collaborate with fellow auditors and compliance team members to share insights, best practices, and coordinate audit activities effectively; Communicate audit

progress, findings, and potential areas of concern to the Team Leader, fostering a collaborative approach; Stay updated with the latest tax laws, regulations, and compliance standards to ensure accurate audit assessment; Identify personal development needs, seek relevant training opportunities, and apply acquired knowledge to improve audit effectiveness; Continuously refine audit methodologies and techniques based on emerging industry best practices and lessons learned; Identify areas for process improvement within the CTA Field Office, implement best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in budgetary operations; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks, assignments and projects as requested by the Compliance Team Leader on an ad hoc basis, that are within the incumbent's capabilities.

**QUALIFICATION REQUIREMENTS:**

Graduate from an accredited college or university with an Associate and Bachelor's degree in Accounting, Business, or other related fields and least two (2) years of tax experience.