

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 II	to	Auditor III
PL-38/1		PL-40/1
\$954.69B/W + \$40.00 Cola (\$994.69 B/W)		\$1,059.44B/W+\$40.00Cola (\$1,099.44 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 qualifications of the appointee.

LOCATION:

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

DUTIES & RESPONSIBILITIES:

Auditor II

Assists in assigned audit engagements or projects and reports to assigned team leaders. Perform assigned procedures in TeamMate+ (audit software). Prepares work papers for the team leader's review. Continually updates the project in TM+ based on assigned tasks such as assignment authorization form, the administrative forms (housekeeping) and obtaining CPE records for team members. Ensures quality in procedures and workpapers prepared and uploaded in TM+. Drafts letters to respective auditees. Communicates with the auditee on documents needed. Presents in the internal story conferences. Updates filing of all documents required in TM+. Prepares records of discussions (RODs for internal and external meetings). Performs risk assessments on subject matter and documents assessments for the team leader's review. Prepares lead sheets to summarize the elements of the findings. Completes the referencing of all assessments and lead sheets in TM+. Prepares Authorization Form. Prepares Implementation Matrix for follow-up audits. Review financial statements received from the contracted external auditors for single audit engagements and update of the respective projects on TeamMate+. Completes performance evaluations of assigned team leaders at the end of each project. Attends continuous professional education to meet standards. Performs other duties as required and assigned.

Auditor III

Leads assigned audit engagements or projects and reports to assigned supervisors. After receiving audit assignment, populate the project in TeamMate+ (audit software). Assigns audit staff to prepare authorization form for PA's approval and to prepare all required administrative documents. Obtains and reviews the CPE hours of the team members. Develops research/survey plans for the supervisor's review. Execute the approved research/survey plan. Review the workpapers and procedures of team members. Prepares for survey conferences and present results to all internal staff. Performs/reviews risk assessments on subject matter. Develops the Plan for the engagement including the procedures, timelines and assigned team members. Leads and presents in all meetings with the auditee. Drives and ensures quality control throughout the project. Supervise team members and provides required guidance and coaching. Performs assigned procedures in TM+ in line with the approved Plan. Review working papers completed by team members. Conducts interviews. Reviews draft RODs prepared by the team members. Evaluates and verifies preliminary findings. Develops fieldwork verification matrix and presents results to all staff. Continually check and update the project in TM+ to ensure quality and timeliness. Reviews and completes all referencing in TM+. Draft reports for the supervisor's review ensuring quality. Lead exit conferences and discuss the report findings and recommendations. Requests for and evaluates management responses. Finalizes the draft reports after all internal reviews. Coordinates and assists with the distribution of the final reports. Performs performance evaluations of team members and supervisors as required by policy. Performs internal quality reviews of other projects, rectify peer review notes to meet standards. Attends continuous professional education to meet standards. Contributes in annual audit planning workshops. Performs other duties as required and as assigned

QUALIFICATION REQUIRMENTS:

Auditor II

A Bachelor's degree in accounting, economics, criminal justice, political science, or closely related field with preferred at least two years of experience in auditing.

Auditor III

A Bachelor's degree in accounting, economics, criminal justice, political science, or closely related field with preferred at least four years of experience in auditing.

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