

EA NO: FSM-031-20

OPENING DATE: 04/15/2021

CLOSING DATE: 05/15/2021

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

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:

Budget Analyst IV
PL-36/1
\$566.26 B/W + \$40.00 Cola (\$606.26 B/W)

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

LOCATION:

Department of Finance
Division of Budget
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Reviews, evaluates, and edits budget narrative justification, assuring conformity with the established format and the validity of the expressed need for funds; recommends appropriate action on budget requests; collects and compiles research materials for use as a set of reference on congressional and other hearings; collects information and prepares supporting tables and charts for the apportionment and allotment requests; analyzes financial reports, projecting trends of obligations and expenditures and advises the Assistant Director of potential problem when necessary; prepares and expedites quarterly and other allotments; maintains accurate and update files and records of allocation, allotments and related materials prepares by the Division; reconciles and update with accounting records, all allotments prepared and released by the Division; analyzes the relation between budget requests and performance date; assists in representing the Office during Congressional budget hearings on other departments/agencies budget requests; collect data needed for compilation of the Financial Expenditure Plan for Compact Section required under the terms of the Compact; performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from an accredited college with a bachelor degree in business administration or related field plus three (3) years of work experience, of at least two years as budget analyst.

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