

EA NO: FSM-072-22RII  
OPENING DATE: 11/25/22  
CLOSING DATE: 12/25/22

# 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:**

Customs & Tax Audit Specialist/Compliance  
PL-38/1  
\$627.06 B/W + \$40.00 Cola (\$667.06 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 & Tax  
Palikir, Pohnpei FM 96941

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

Assist with the development of the annual CTA Compliance Plan, including monitoring Field Offices Progress towards their targets; Conduct audits or examination of tax returns to verify information provided and to ensure proper payments of taxes due; perform complex audits/examinations specifically on large taxpayers; determine accuracy of Corporate Income Tax returns filled and carry out examinations if necessary; determine accuracy of gross revenue of business payment GRT and compute their correct tax liabilities to promote and encourage voluntary compliance; inform and assist taxpayers with their record keeping requirements whenever records; promote and maintain good public relations with taxpayers and other third parties we work with; develop and implement special projects and programs to identify areas of non-compliance and compliance improvements strategies and actions; provide training to field officers on audit procedures, processes, and standards; monitors progress of ongoing examinations to ensure timely completion and the quality of the examination; assist the litigation on tax matters; undertake special examinations, when necessary, due to the elements of theft, fraud, bribery, and mishandling of tax materials and information; properly document audit cases and payments; ensure audit examination results with final audit reports are in line with audit program procedures and tax law; approve, when delegated, final audits; prepare subpoenas for Secretary's approval. Also prepare summons, demand notices for payment, levels, and installment payment plans; performs other duties as assigned.

## **QUALIFICATION REQUIREMENTS:**

Graduation from an accredited college or university with a Bachelor degree in Accounting, Business Administration, or related field with strong computer skills plus three (3) years of work experience.

Secure Application Forms From  
And Return to FSM National  
Government Personnel Office