

EA NO: FSM-072-22  
OPENING DATE: 8/30/222  
CLOSING DATE: 9/30/2022

## 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.

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Government Personnel Office