

EA NO: FSM-092-21
OPENING DATE: 11/30/2021
CLOSING DATE: 12/30/2021

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

It is the policy of the FSM Government that qualified FSM citizen 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:

Deputy Assistant Secretary for National Treasury
PL-36/1
\$594.57 B/W + \$40.00 Cola

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:

Department of Finance & Administration
Division of National Treasury
FSM National Government
Yap Field Office, Colonia, Yap FM 96943

DUTIES (ILLUSTRATIVE ONLY):

Responsible for reviewing all issues and activities relating to the operations of National Treasury, Yap field Office and ensuring compliance with all established laws, rules and regulation; prepares annual fund status report on all CFMS public project appropriations to Yap State; prepare monthly revenue collection report for deposits made into general funds, checking account and revenue share savings deposit account, exported financial data on a weekly basis; ensure daily revenue are recorded in the system and deposited or on the next business day; reconciles encumbrance from the general file against the recorded encumbrance in the system; assist the auditors upon request during the audit period; 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 plus four (4) years of responsible work experience in accounting.

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Government Personnel Office