

EA NO: FSM-035-24RI
OPENING DATE: 5/8/2024
CLOSING DATE: 5/22/2024

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 Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY:

Senior Auditor

PL-32/1

\$706.22 B/W + \$40.00 Cola = \$746.22 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 and Tax Administration
Palikir, Pohnpei FM 96941

DUTIES & RESPONSIBILITIES:

Develop thorough audit plans aligned with tax regulations and compliance standards to ensure accurate and comprehensive assessments; Coordinate the gathering of relevant and accurate evidence during audits, ensuring a strong basis for audit findings and recommendations; Conduct audits in adherence to established protocols, identifying potential discrepancies, and ensuring the integrity of the audit process; Evaluate tax records and financial documents to ensure compliance with tax laws and regulations; Identify areas of potential non-compliance and financial risks, providing insights for corrective actions and risk mitigation; Prepare clear and concise audit reports detailing findings, recommendations, and suggested corrective measures for management review; Analyze financial data to identify trends, anomalies, and patterns that might indicate potential compliance issues; Interpret tax regulations and laws accurately to assess their applicability to specific cases during the audit process; Present data-driven insights and findings in a comprehensible manner, facilitating informed decision-making by stakeholders; Maintain organized and complete documentation of audit procedures, evidence, and findings to ensure transparency and accountability; Prepare detailed and concise audit reports, clearly presenting findings, conclusions, and recommendations for management's review and action.; Ensure timely submission of audit reports and related documentation to facilitate prompt decision-making and corrective actions; Stakeholder Interaction: Collaborate with taxpayers, internal teams, and regulatory authorities to address enquiries, clarify audit findings, and facilitate compliance discussions; Collaborate with fellow auditors and compliance team members to share insights, best practices, and coordinate audit activities effectively; Communicate audit

progress, findings, and potential areas of concern to the Team Leader, fostering a collaborative approach; Stay updated with the latest tax laws, regulations, and compliance standards to ensure accurate audit assessment; Identify personal development needs, seek relevant training opportunities, and apply acquired knowledge to improve audit effectiveness; Continuously refine audit methodologies and techniques based on emerging industry best practices and lessons learned; Identify areas for process improvement within the CTA Field Office, implement best practices, and explore innovative approaches to enhance efficiency, accuracy, and effectiveness in budgetary operations; Meet the obligations as an employee and comply with all policies and practices including the Code of Conduct; Understand all applicable legislation, regulations, and other technical requirements; Follow and support work practices that are safe and promote personal wellbeing; Complete other tasks, assignments and projects as requested by the Compliance Team Leader on an ad hoc basis, that are within the incumbent's capabilities.

QUALIFICATION REQUIREMENTS:

Graduate from an accredited college or university with an Associate and Bachelor's degree in Accounting, Business, or other related fields and least two (2) years of tax experience.

Secure Application Forms From and Return to
FSM National Government Personnel Office
or send your application, resume, along with
other credentials to the below email address:
personnel@personnel.gov.fm