

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-001
Opening Date: 3/6/2025
Closing Date: **Until Filled**

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: ysgpersonnel@gmail.com

EMPLOYMENT OPPORTUNITY

The Yap State Government seeks well qualified individuals to fill a **Financial Advisor** position within the **Office of the Administrative Services**.

The Position:

Advise the Director of the Office of Administrative Services (OAS) on the State's monetary investments and related financial matters. Develop and implement policies and procedures to ensure consistent and accurate recording of financial transactions, adhering to sound government accounting principles and practices. Train the State Treasurer, Chief Accountant, and Chief of Finance in the following areas: reviewing encumbrances and payments for appropriateness and proper coding of organization/object classifications. Reconciling bank accounts. Conducting an annual review of outstanding encumbrances. Analyzing general ledger accounts. Enhance internal controls over financial reporting to ensure compliance with local laws and regulations, as well as U.S. Federal grant terms and conditions. Plan and coordinate preparations for the annual financial audit, and auditors in relation to the Single Audit, ensuring that the State Government meets its reporting requirements to the U.S. Department of the Interior/Office of Insular Affairs (DOI/OIA). Perform other related duties as assigned by the OAS Director on an as-needed basis.

Minimum Qualifications:

Certified Public Accountant (CPA) with at least three to five years of experience performing audits in accordance with U.S. Government Auditing Standards, OR - Three to five years of progressive work experience in maintaining a financial management system that has undergone successful audits in compliance with U.S. Government Auditing Standards.

Candidates must demonstrate a thorough understanding of U.S. Government accounting and reporting standards applicable to small local governments.

Salary Range:

A salary range is offered from **\$40,000.00 to \$60,000.00** per annum depending on the qualifications of the applicant.

* for more info., please contact OAS @ 350-2142

Benefits:

Eligible for paid travel costs from point of hire to Yap State and housing benefits.

To Apply: Interested applicants must submit the following documents:

1. Interest Letter indicating how degree and work experience have met or exceed the specified