

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-018  
Opening Date: 3/6/2025  
Closing Date: Until Filled

3/6/25  
3:48 PM  
OFFICIAL SEAL

OFFICE OF ADMINISTRATIVE SERVICES

## Division of Personnel

Email: [ysgpersonnel@gmail.com](mailto:ysgpersonnel@gmail.com)

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: **Accountant I**  
PL 6/1- 9,609.60 PA  
**\$ 369.60 BW**

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

### LOCATIONS:

Division of Finance  
Office of Administrative Services  
Yap State Government 96943

### DUTIES:

Maintaining and examination of financial records, Procedures and in preparation or analysis of financial reports. Process business transactions such as, finds certification, obligation of funds, accounts payable, account receivable, disbursements, expense vouchers, bank reconciliations. Performs advanced, complex accounting and related functions in such areas as ledger maintenance and analysis, cost and/ or financial analysis, fund reconciliation, posting, and inventory control. Analyzes complex financial and operating data and prepares management reports, financial statements, and assist with audit project. This position should be familiar with all governmental accounting principal, policy and procedures.

### MINIMUM QUALIFICATION REQUIREMENT:

Graduate from a 2 year college with an Associate Degree in business and/ or related fields. Two (2) years of experience directly related to the duties and responsibilities specified and other related work experiences. Ability to communicate effectively, both orally and in writing. Ability to analyze and interpret financial data. Minimal knowledge of theories, principles, practices and techniques of governmental accounting.