

# V6AI- AM/KUTE-FM Radio Announcement Form

## Department of Youth & Civics Affairs

To: Director, DY&CA  
From: Division of Personnel

Starting Date: 1/20/25

Ending Date: 2/16/25

Frequency:

Regular – 3x per day       Emergency – ASAP

Languages (*check all that apply*):

English       Yapese       Outer Island

Directions:

All announcements should be type-written and double spaced. If more space is needed, please attach an extra sheet.

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Refer to Attachment

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Reviewed & Approved By:   
DYCA, Director Julius Alex Gilfiley

1/22/25  
Date

FOR V6AI-AM/KUTE-FM OFFICIAL USE ONLY

Received By: \_\_\_\_\_  
Acting Chief of Media, \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

# EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-001  
Opening Date: 1/16/2025  
Closing Date: 2/16/2025

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

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

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## 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.

### 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 qualifications of the position (not to exceed 3 pages).
2. 3 Professional reference letters,
3. Copy of all relevant credentials: certificates, degrees, license and so forth,
4. Police Clearance from place of residence (cannot be more than 6 months old),