

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-019
Opening Date: 3/6/2025
Closing Date: Unti Filled

3/6/25
3:48 PM

OFFICE OF ADMINISTRATIVE SERVICES

Division of Personnel

Email: 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 II
PL 8/1- 11,107.20 PA
\$ 427.20 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:

Finance & Treasury
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, funds 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 four year college with an Associate Degree in business and/ or related fields. Three 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. Account balancing and reconciling skills. Knowledge in finance, accounting, budget, and cost control procedures. Knowledge in computerized information systems used in financial and/ or accounting applications. Knowledge of