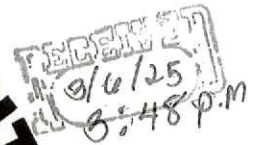


EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-020
Opening Date: 3/6/2025
Closing Date: Until Filled



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 III
PL 9/1- 11,793.60 PA
\$ 453.60 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:

Perform financial analysis and reporting to management as needed. Perform month-end accounting activities such as reconciliations and journal entries. Perform Indexing for Account to be set up in the System. Evaluate computerized accounting systems and provide recommendations to IT for performance improvements. Analyze financial discrepancies and recommend effective resolutions. Respond to accounting inquiries from management in a timely fashion. Provide guidance to other Accountants when needed. Assist in budget preparation and expense management activities for assigned accounts. Assist with audit activities by providing necessary information and requested documentations to Auditor on a timely manner. Maintains and Reconciles the Subsidiary Ledger for Accounts Payable and Account Receivables to General Ledger on a monthly basis. Monitor and record financial transactions according to government policies and regulations.

MINIMUM QUALIFICATION REQUIREMENT:

Graduate from a two-year college with an Associate Degree in Business and/or related fields. 5 years of experience directly related to the duties and responsibilities specified and other related work experiences.

Knowledge, Skills and Abilities;