



GOVERNMENT OF KOSRAE

Office of Personnel and Employment Services

Post Office Box AD – Kosrae, Federated States of Micronesia 96944

Telephone: (691) 370-3401 – Facsimile (691) 370-3162 – Telex 729-6874 GOVKOS FM

EXAMINATION ANNOUNCEMENT

Examination Announcement Number

| 2 | 0 | 2 | 4 | - | 4 | 1 |

Opening Date

| 04 | - | 19 | - | 24 | |

Closing Date

| Until | - | Filled | - | | |

It is the policy of the Government that qualified FSM citizen be given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

POSITION AND SALARY: Auditor I PL-Ungraded \$ 478.50 B/W

LOCATION: Public Auditor Office, Kosrae State Government

DUTIES: Tabulates and examines specific sections of accounts, such as accounts receivables, disbursements, petty cash, trial balances, bank reconciliation, and voucher audits; checks for appropriate dates, authorizations, and signatures on invoice vouchers; compares purchase order items and prices against receipts and inventories; examines check registers, verifying vendor names, amounts and cross checks with correspondence, receipts and invoices; drafts portion of audit report for review by auditor-in-charge; notifies lead auditor of any apparent inaccuracies, shortages, or discrepancies; and performs other work as required.

QUALIFICATION REQUIREMENTS: A Bachelor`s degree in accounting, or two years of specialized training in accounting plus three (3) years of accounting work experience; or High School Graduate plus six (6) years of accounting work experience; knowledge of general and governmental accounting and auditing principles and procedures; office methods, procedures and equipment; ability to learn to make complete and accurate audits; perform computations quickly and accurately; prepare well-organized audit work papers and draft audit reports; adjust or adapt quickly to changing working environments.

HOW TO APPLY:

Application forms can be obtained from the Division of Personnel, Tofol, Kosrae.

In applying for this job an applicant is advised that before he/she is considered for the job a police clearance signed by our AG will be required from him/her.