

EA NO: FSM-036-24
OPENING DATE: 3/20/2024
CLOSING DATE: 4/20/2024

EXAMINATION ANNOUNCEMENT



Office of Personnel Administration
FSM National Government

P.O.Box PS-35
Palikir, Pohnpei, FM 96941
Tel:(691)320-2618/2642
Email: personnel@personnel.gov.fm

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

POSITION AND SALARY:

Grant and Finance Analyst

PL-36/1

\$862.12 B/W + \$40.00 Cola = \$902.12

This is the minimum rate at step one of the grade. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

Department of Finance & Administration
Division of Investment and International Finance

DUTIES (ILLUSTRATION ONLY):

Manage, Analyze, Monitor, and Consolidate all USG Grants for the A-133 single Audit report; Prepare SEFA and ensure it reconciles to individual donor schedules; Ensure all documentation pertaining to the SEFA are posted in the audit drop box; Maintain a consolidated master file for all USG grant to ensure the GRU has their assigned Schedule of Award up-to-date; Prepare quarterly reconciliation of all grants to ensure all have the same information with the state government; Maintain "Letter of Credit" worksheet and reconcile for all government and non-government grants; Maintain the SF 425 file and GRU site up to date; Provide documentation as requested by States' Government Director of Finance for external audits of government funded activities; Assist the Assistant Secretary on audit resolutions for the audit of FSM and each grants questioned costs; Prepare federal financial reports and US Treasury financial reports as required; Prepare drawdown analysis and submit to Assistant Secretary IIF; Prepare monthly drawdown templates; Monitor drawdown reimbursements and ensure drawdown tracker is updated; Review grant proposals, agreements, amendments, and extensions of government funded projects; Prepare external financial reports for grants as requested by U.S. government donor, foundation, and other private major donor awards based on expenditure records in the General Ledger and in accordance with the reporting requirements of each agreement; Investigate and resolve any accounting problems and ensure that properly documented adjustments are made to the GL; Maintain auditable master agreement files for appointed grants; provide documentation as requested by the Assistant Secretary of IIF for external audits of government-funded activities; Review other work-papers and other duties as assigned.

Qualification Requirements:

Graduation from an accredited college or university with a degree in business administration, accounting, or related field with strong computer skills plus two (2) years of work experience in Government finance or any accounting areas.

Secure Application Forms From and Return to
FSM National Government Personnel Office
or send your application, resume, along with
other credentials to the below email address:
personnel@personnel.gov.fm