

FA NO: FSM-033-17
OPENING DATE: 7/20/17
CLOSING DATE: 8/20/17

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government

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

POSITION AND SALARY:

Budget Analyst IV
PL-36/1
\$566.26 B/W + \$40.00 Cola

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 qualifications of the appointee.

LOCATION:

Department of Finance
Division of Budget
FSM National Government

DUTIES: (ILLUSTRATIVE ONLY)

Reviews, evaluates, and edits budget narrative justifications, assuring conformity with the established format and the validity of the expressed need for funds; recommends appropriate action on budget requests; collects and compiles research materials for use as a set of reference on congressional and other hearings; collects information and prepares supporting tables and charts for the apportionment and allotment requests; analyzes financial report, projecting trends of obligations and expenditures and advises the Assistant Director of potential problems when necessary; prepares and expedites quarterly and other allotments; maintains accurate and update files and records of allocation, allotments, and related materials prepared by the Division; reconciles and update with Accounting records, all allotment prepared and released by the Division; advises higher levels and proposed policies and procedures relating to budget preparation and administration; analyzes the relation between budget requests and performance data; assists in representing the Office during Congressional budget hearings on other departments/agencies budget request; attends meeting, conference, workshop, etc.; drafts communications for the Assistant Director's signature; collect data needed for compilation of the Financial Expenditure Plan for Compact Sector funds on an annual basis to be submitted to U.S. Department of Interior as required under the terms of the Compact; perform other duties as assigned.

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QUALIFICATION REQUIREMENTS:

Graduation from an accredited college with a degree in Business Administration, Business Management, Public Administration, or a related field plus three (3) years of work experience, of at least two (2) as an Analyst.