



Office of the Chief

Pohnpei State Government

Division of Personnel, Labor & Manpower Development

P.O. Box 1567

Kolonia Pohnpei, FM 96941

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EA: PN-0067-20

Opening Date: 4/20/20

Closing Date: 5/8/20

Examination Announcement

It is the policy of the Pohnpei State Government that employment consideration be based on qualification regardless of sex, race, age, religion, political affiliation, ancestry, family or place of origin.

Position & Salary: Senior Budget Analyst PL-21/1 to PL-21/4 \$508.45 to \$597.94 Bi-weekly + \$60.00 COLA

This is the minimum salary rate at step one of the grade. Higher steps may be authorized in cases of hard to fill positions or when it is appropriate to the qualification of the appointee.

Location: Budget Office
Governor's Office
Pohnpei State Government

Examples of Duties and Responsibilities:

In charge of Compact Sector Funds; Input and update budget data in the budget preparation system (BRT); Analyze budget submitted by program manager for accuracy and completeness; develops specific instructions for all operation level of Pohnpei State Government, preparation of budget estimates and justifications; Participates in the fund control process including planning, releasing of quarterly allotments and analysis of accounting report on status of obligation and expenditures (assist budget documents, certify request for fixed assets, travel, and contractual services , return document which are not budgeted and prepare analysis for personnel action forms, create new accounts for the new funding sources or new activities, input and adjust allotments in the fund ware system for all the offices and reconcile allotments with finance reports, reconcile quarterly allotments); review narrative justification for format, content and method of presentation to assure consistency among the program elements; review and analyze departmental manpower request to assure that positions are authorized and budgeted; prepares and maintain various budgetary documents as may be specified by the superior; attend budget hearing before State Legislature/ Represent executive branch at budget hearings; ensure that state departments, offices and programs are meeting the requirement of the amended Compact and fiscal agreements and federal grants; drafts letter and report pertaining to budget matter; supervise the work of subordinate budget analysts; perform duties of Budget officer as Acting when the budget officer is off island, other related duties as assigned.

Minimum Qualification Requirements:

Completion from an accredited college with a Bachelor Degree in Accounting or Public Administration plus 10 year's experience in accounting or financial management.

Secure application forms and return to office of Personnel, Labor, and Manpower Development Department of Treasury and Administration, Pohnpei State Government, Kolonia, Pohnpei FM 96941