Auditor I

Department/Division: Territorial Audit Office
Type of Position: Permanent Employment
Posting Date: August 13, 2020
Closing Date: September 02, 2020
Posting Type: Employment Opportunity/ Open to the Public
Pay Grade and Salary Range: GS 13 / $16,000 - $38,620 p.a
Announcement No.: 046-20
Serial No.: 220-20

Note: This is exempted from the freeze as per the Governor’s General Memorandum.

General Description:
An Auditor I participates and conducts independent appraisals for the review of accounting, financial, budgetary, and other operations of government agencies and programs varying in complexity and size.

Key Duties and Responsibilities:
- Gather data or supporting documentations for examination and review
- Prepares field audit reports and supporting schedule
- Compile working papers, exhibits and supporting documents
- Consult supervisor concerning audit findings and recommendations
- Detect deviations from established procedures and requirements
- Perform other related duties as assigned

Knowledge, Skills and Ability:
- Knowledge of general accounting, auditing principles, and procedures; government accounting and control procedures
- Meticulous attention to details
- Excellent problem solving skills
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Outstanding time management skills

Academic and Experience Requirements:
- Applicant must have a master’s degree in related field from an accredited university plus two (2) years of work related experience OR
- Bachelor’s degree in related field from an accredited college or university plus four (4) years of work related experience; two (2) years of which at supervisory capacity.
- Salary will commensurate with skills, educational background, and years of related experience.
Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,

[Signature]
Eseneiaso J. Liu
Director, Department of Human Resources