



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-011-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Financial Officer
Grade/Step: PL 29-31
Salary: \$11,375.52 to \$12,771.20 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Chief, Division of Administration and Personnel

SUMMARY:	The Financial Officer provides leadership for the fiscal and business operations of the department and ensures the financial integrity of the department's financial affairs. Works to maximize the use of resources in support of student achievement. Directs all fiscal services including payroll, accounts payable and receivable, purchasing, budgeting, inventory control, and oversight of schools financial accounts. Functions as an effective member of the Division leadership team.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Provide leadership to staff responsible for financial matters to ensure understanding and effective execution of their duties and responsibilities, and to promote the department's financial objectives.• Advise the Chief of Administration and Personnel and the Director of Education on policy affecting the financial integrity of the department.• Ensure the implementation of an accounting system that efficiently, effectively, and accurately records all financial transactions in accordance with generally accepted governmental accounting principles.• Coordinate and give direction to the development, preparation, and presentation of the Division's annual budget request and subsequent amendments.

	<ul style="list-style-type: none"> • Responsible for long-range financial planning for CDOE. • Administer a budgetary control system that monitors expenditures against budget allocations. • Consult periodically with all divisions of the Department of Education and the regional service centers on budgetary requests and expenditures. • Review all expenditures for goods, services, personnel actions, contracts, and payroll for compliance purposes. • Ensure the continuous monitoring of revenue and expenditures versus budget. • Have knowledge about all sources of revenue available to the department and, when eligible, ensure compliance with all requirements necessary to obtain additional funding. • Evaluate and analyze all business operations for improvement in efficiency and effectiveness. • Assist with recruitment and training of new employees hired for financial positions. • Provide budget training for all school principals and other personnel, as appropriate. • Work with the Chuuk State Finance Office and Compact Fund Compliance Commission to ensure financial matters are handled properly, and that expenditures are posted to appropriate accounts and fund balances reflect accurate amounts. • Ensure all divisions and schools receive financial status reports on a regular basis. • Supervise and evaluate the performance of assigned personnel. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • In-depth knowledge of the policies, procedures, and supervisory practices of the school system and as they pertain to the performance of fiscal responsibilities and duties. • Thorough knowledge of the budgetary process and able to use the Budget Preparation System (BPS). • Able to use spreadsheets, word processing program(s), and database software. • Able to read and interpret reports. • Extensive knowledge of school-based budgeting. • Maintain a working knowledge of the Financial Management Act, the Fiscal Procedures Act, DOE rules and regulations, and Chuuk State and FSM laws. • Keep abreast of any changes in statutes, policy, procedures, and methods as they pertain to public education.

	<ul style="list-style-type: none"> • Effectively communicate and interact with subordinates, supervisors, the general public and other groups involved in the operation of the Chuuk state school system. • Demonstrated ability to assemble information and prepare concise, clear, and effective written reports on the financial state of the state school system. • Excellent organizational, management, interpersonal, and technical skills.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Business Administration, Finance and Economics, or related field is required. • Master's degree in similar fields or a CPA is preferred. • At least five years of experience in the areas of accounting, budgeting, compliance, and/or business operations, preferably within a local education agency. • Experience in supervising and training financial personnel.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIALS AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • Calculator. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com