



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-012-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Budget Analyst
Grade/Step: PL 19-27
Salary: \$6,248.32 to \$9,975.68 p/a

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

Position Supervised by: Financial Officer

SUMMARY:	The Budget Analyst performs specialized and technical work in the development, maintenance and analysis of assigned unit and/or department budgets; conducts research compiles fiscal data, analyzes, and reviews complex and technical accounting data and records; assures the preparation and maintenance of comprehensive financial and statistical records and reports. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Perform specialized and technical work in the development, maintenance, and analysis of assigned department budgets; prepare and distribute funding allocations to assigned units and school sites; assure department financial activity complies with state and national regulations.• Research, compile, analyze, and audit complex and technical accounting data and records; review information and develop methods for distributing funds to school sites; audit expenditures and requisitions; assure records and reports comply with established guidelines and coding standards.• Assure the preparation and maintenance of comprehensive financial and statistical records and reports; generate a variety of national, state, and department records and reports related to budget activity, funding and expenditure levels; prepare related worksheets.

	<ul style="list-style-type: none"> • Monitor budget expenditures and keep administrators current regarding spending levels and budget activity; monitor and approve program funding transfers as assigned. • Prepare financial projections and forecasts for project funding, expenditure levels, an salary and benefit costs for assigned department programs. • Communicate with department personnel and outside agencies to exchange information and resolve issues or concerns related to fiscal activities, annual audits, program operations, and budget rules, regulations and procedures. • Consult administrators and department personnel in the development of various budgets and preparation of various forms; prepare instructional materials related to proper budget management procedures as assigned. • Attend and participate in assigned meetings and conferences; coordinate and conduc workshops and in-services concerning program guidelines and financial record-keepin and reporting. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • General accounting, budget, and business functions as specified and required. • Preparation, review, and control of assigned budgets. • Preparation of financial statements and comprehensive budget reports. • Follow applicable laws, codes, regulations, policies, and procedures, as specified and required in national and state. • Financial and statistical record-keeping techniques. • Financial analysis and projection techniques. • Basic research methods. • Oral and written communication skills. • Department organization, operations, policies, and objectives. • Interpersonal skills using tact, patience, and courtesy. • Modern office practices, procedures, and equipment. • Operation of a computer and assigned software. • Perform specialized and technical work in the development, maintenance, and analyys of assigned department budgets. • Research, compile, analyze, and review complex and technical accounting data and records. • Assure the preparation and maintenance of comprehensive financial and statistical records and reports. • Interpret, apply, and explain applicable rules, regulations, policies, and procedures, as specified and required.

	<ul style="list-style-type: none"> • Process and record accounting transactions accurately. • Compare numbers and detect errors efficiently. • Analyze financial data and prepare forecasts and recommendations. • Communicate effectively, both orally and in writing. • Establish and maintain cooperative and effective working relationships with others. • Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others. • Meet schedules and time lines. • Plan and organize work. • Operate a computer and assigned software.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Bachelor's degree in accounting, business administration, or related field is required. • One year of professional experience in budget development, forecasting, and analyses is required. • Three years of professional experience in budget development, forecasting, and analyses is preferred.
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.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, Excel, and additional special software required for position. • Operate a variety of office equipment including a copier, telephone, fax machine, calculator, computer, and assigned software.

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