



Northern Marianas Technical Institute

P.O. Box 504880 • Saipan, MP 96950 U.S.A.
Phone: (670) 235-6684

PROMOTIONAL & OPEN COMPETITIVE

VACANCY ANNOUNCEMENT NO. 24-002

(PLEASE POST PHYSICALLY)

It is the policy of the Northern Marianas Technical Institute that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The institute reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMTI determine such a position is no longer needed or able to be filled. NMTI is an Equal Opportunity Employer.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: ACCOUNTING I-III (One Position)

DEPARTMENT: Administration

PAY LEVEL & STEP: 14-16/01-06

ANNUAL SALARY: \$30,396.67 - \$42,771.16

LOCATION: LOWER BASE, SAIPAN

OPENING DATE: May 17, 2024

CLOSING DATE: June 06, 2024

ESSENTIAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conducts cashier duties for the Finance Office
- Maintains and provides monthly/quarterly financial reporting and reconciliation processes.
- Responsible for processing and reporting all payroll taxes.
- Provides responsive, high-quality response to management, employees, vendors, and agencies by providing accurate, complete and up-to-date payment information in a courteous, efficient and timely manner.
- Performs general administrative duties including filing, mail distribution and record retention.
- Maintain vendor and customer recordkeeping, W-9 and authorization forms.
- Participates in the collection, compilation, classification and evaluation of fiscal data.
- Review and reconcile billing records, bank deposits, accounts receivable/payable aging reports, credit card and ACH deposits, customer sub-ledger and accounts receivable/payable control accounts for accuracy and completeness.
- Complies with a system of internal administrative controls.
- Performs any specific ad hoc audits or assignments as requested, in addition may perform



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cooperative audit activities with external auditors.

- Attends staff training opportunities available at NMTI.
- Performs other duties as assigned.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

MINIMUM QUALIFICATION REQUIREMENTS:

Accountant I: High School Diploma plus six (6) years relevant experience or Associate's degree.

Accountant II: Associate's Degree plus four (4) years relevant experience.

Accountant III: Bachelor's Degree plus two (2) years relevant experience.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Awareness of and sensitivity to cultural issues and local community practices.
- Basic accounting and bookkeeping principles, practices and procedures.
- Problem solving and analytical skills.
- Able to communicate effectively with students, staff, and stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Must be able to present information in a clear and professional manner.
- Provides effective phone etiquette and customer service skills.

APPLICATION REQUIREMENTS:

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS TO THE NMTI HUMAN RESOURCES OFFICE AT LOWER BASE, SAIPAN.

REQUIRED DOCUMENTS MUST BE ATTACHED TO APPLICATION FORMS: (1) COPY OF DIPLOMA/DEGREE, (2) TRANSCRIPTS, (3) POLICE CLEARANCE (FROM PLACE OF RESIDENCE FOR PAST SIX MONTHS), (4) VERIFICATION OF EMPLOYMENT LETTER, (5) RESUME, AND (6) TEACHING CERTIFICATE (IF APPLICABLE).

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE NMTI HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY

FLSA Status: Non-Exempt	Salary Grade/Step: 14-16/01-06	Duty Station/Location: Saipan
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