

**PROMOTIONAL & OPEN COMPETITIVE
EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE
(PLEASE POST PHYSICALLY)**

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

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 for the Public School System.

POSITION/TITLE: Internal Auditor

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-102**

OPENING DATE: **September 15, 2021** CLOSING DATE: **September 24, 2021**

SALARY: PAY LEVEL/GRADE: **Ungraded STEP(S): Ungraded; \$45,000.00 Per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **PSS, State Board of Education**

DUTIES & RESPONSIBILITIES:

- The incumbent for this position shall report directly to the Board of Education.
- Establishes and maintains a system of internal administrative controls.
- Evaluates the internal controls of the organization and makes recommendations for their improvement and effectiveness
- Conducts internal audits of fiscal and administrative procedures of PSS to ensure compliance with laws, regulations, and policies.
- Make recommendations for alternative solutions to improve procedures and operations based on results of internal audits and reviews.
- Conducts internal audits/reviews by performing specific audit procedure and prepares workpapers documenting the audit procedures performed.
- Performs duties in compliance with applicable local and federal laws and regulations pertinent to the organization.
- Coordinates annual single audits, prepares and compiles the corrective action plans to address the audit finding
- Assist in responding to US Department of Education correspondences within the required time.
- Furnish the Fiscal, Personnel and Administration Committee and the Board with analysis, recommendations and pertinent comments concerning areas reviewed.
- Completes the audit planning and oversees the audit within established time budgets and deadline dates, ensuring all activities conform to departmental audit procedures.
- Review and analyzes the effectiveness of the internal audit programs, recommending changes and improvements as appropriate.
- Performs any specific ad hoc audits or assignments as requested, in addition, may perform cooperative audit activities with external auditors.

- Maintains an awareness of changes in Education Regulations (EDGAR) and audit practices in order to evaluate their effectiveness and efficiency.
- Participates in programs and continuing education to further develop skills and industry knowledge through membership in professional and community organizations.
- Travel as required for internal audit and training purposes.
- Performs other duties as assigned.
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JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

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.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in finance, accounting, business administration or related field.
- 3-5 years demonstrated experience in internal audit or compliance. Graduate degree may be substituted for internal audit experience.
- Knowledge of laws and regulatory auditing standards, such as the Generally Accepted Accounting Principles (GAAP) and/or Education Department General Administrative Regulations (EDGAR).
- Professional accounting or auditing certification (CIA, CPA, CFE) or demonstrated progress towards certification preferred.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

JOB RELATED SKILLS AND EXPERIENCE:

This section further describes the position by listing key skills and experience. The proficiency levels range from lowest to highest: Basic, Intermediate, Advanced, and Expert.

Office Automation Skills | Microsoft Word | Advanced

Office Automation Skills | Microsoft Excel | Advanced

Office Automation Skills | Microsoft Outlook | Advanced

Oral & Written Skills | Grammar/Style | Expert

Record Keeping Skills | Filing & Document Management | Expert

CONDITIONAL REQUIREMENTS:

This position is considered “EXEMPT STATUS”. Employee is paid on a salary basis and is not eligible for overtime pay and compensatory time pursuant to the Regulations for PSS of Non-Certified Personnel and the Fair Labor Standards Act.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES)*;
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS)*;
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT)*.

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFICE CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052

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

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan