

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: Accountant I-IV

EXAMINATION ANNOUNCEMENT NO.: **PSS-2024-080**

OPENING DATE: **September 30, 2024** CLOSING DATE: **Until Filled**

SALARY: Pay Level: **Ungraded Step(s): Ungraded; \$17,750.25-\$42,718.10 Per Annum**

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

LOCATION: **PSS, Finance Office**

DUTIES AND RESPONSIBILITIES:

- Responsible for general ledger accounting including preparation of monthly financial reports.
- Has thorough knowledge of general ledger accounts reconciliation (payroll, travel, procurement, and payable).
- Performs bank reconciliation each month of the following account/fund for General Fund, Payroll Fund, Program Activities and Donations, CIP Account, Federal Grants and Employees activities and proposed adjusting journal entries.
- Provides support to interdepartmental requests related to GL and Treasury
- Summarizes and prepares cash position report
- Participates in the collection, compilation, classification and evaluation of fiscal data.
- Reviews financial reports and make adjustments and entries as needed internally.
- Maintains close liaison with the Finance Director pertaining to the financial statements and other reports necessary for the school and end users.
- Analyzes accounting data and prepares recommendation for the Finance Office review.
- Works closely with PSS schools, programs and department on various fiscal processes
- Perform monthly closing activities related to general ledger, ensuring all assigned account transactions are accurately recorded
- Assist in the internal/external audits
- Assist the Finance team with other tasks and projects as required.

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.

MINIMUM QUALIFICATION REQUIREMENTS:

Accountant I – Graduation from a U.S. accredited college or university with a bachelor’s degree in accounting, plus one (1) year work related experience OR High School Diploma, plus five (5) years’ work-related experience.

Accountant II – Graduation from a U.S. accredited college or university with a bachelor’s degree in accounting, plus two (2) years’ work-related experience OR High School Diploma, plus six (6) years’ work-related experience.

Accountant III – Graduation from a U.S. accredited college or university with a bachelor’s degree in accounting, plus three (3) years’ work-related experience OR High School Diploma, plus seven (7) years’ work-related experience.

Accountant IV - Graduation from a U.S. accredited college or university with a bachelor’s degree and at least five (5) years related work experience OR High School Diploma plus nine (9) years’ work-related experience.

ADDITIONAL QUALIFICATIONS:

Ability to perform multiple tasks. Demonstrate integrity and impartiality. Professional, 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.

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.

CONDITIONAL REQUIREMENTS:

The Accountant I-IV position is considered “NON-EXEMPT STATUS”: It is eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Understanding of Accounting principles;
- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System’s Rules and Regulations.

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			
Application Type: Non-Certified	FLSA Status: Non-Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan