

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: Budget Officer

EXAMINATION ANNOUNCEMENT NO.: **PSS-2025-011**

OPENING DATE: **February 7, 2025**

CLOSING DATE: **February 21, 2025**

SALARY: PAYLEVEL/GRADE: **Ungraded Step(s): Ungraded; \$65,000.00-\$75,000.00 Per Annum**

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

LOCATION: **Federal Programs Office**

ESSENTIAL TASKS:

Under the direct supervision of the Federal Programs Officer, this position:

- Responsible for the preparation of monthly financial status reports for all federal accounts.
- Supervises the Federal Funds Status Reports and other customized reports for all federal grants.
- Performs drawdown of federal funds from various federal grantor agencies based on approved expenditure data.
- Performs indirect cost collection on all federal grants.
- Responsible for establishing proper budget accounts, ensuring accuracy in budget revisions related to all federal grant accounts, including proper and accurate budget coding, and inputting appropriate data in the Tyler ERP.
- Responsible for the review and analysis of the budget submitted by program managers, principals, and department heads.
- Collaborates with offices on all federal financial matters.
- Ensures all federal grants are properly billed and drawn down, ensuring that claims are closely scrutinized to assure validity and propriety of payments, etc.
- Supervises the preparation of the Schedule of Expenditures of Federal Awards.
- Serves as the point of contact for all grants' financial issues, including program spending, planning, forecasting, and budgeting.
- Analyze complex financial and statistical data; prepares comprehensive narrative statements supporting federal financial reports, ensuring proper accounting techniques and controls are used.
- Oversees fiscal staff adjusting or reclassifying journal entries as needed, to ensure expenses are recorded accurately.
- Maintains and manages access to Tyler ERP (federal); train program staff to use the new ERP.

- Provides technical assistance and supports Program staff and Grant Leads to accurately record grant activities including proper classification of revenue and expenses in Tyler Munis.
- Prepares grant close-out financial reports to be reviewed by Program Directors and the Federal Programs Officer.
- Supports PSS during grant/project audits and single audit.
- Work closely with the Finance Office, Procurement Office, Human Resources Office, and other departments on federal financial matters.
- Other related duties and responsibilities as assigned.

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.

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.

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.

MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a Bachelor’s degree in Accounting, Business Management, or related field, plus at least four (4) years related work experience; OR
- Graduation from an accredited college or university with a Master’s degree plus two (2) years related work experience.
- Extensive experience in managing finance and accounting staff and multiple projects.
- Extensive experience with Tyler ERP.
- Preferred Certification relevant to financial accounting and grants management.

ADDITIONAL QUALIFICATIONS:

- Ability to perform multiple tasks. Demonstrate integrity and impartiality.
- Effective professional, interpersonal and communication skills.
- Excellent Oral & Written Skills, Record Keeping, and Document Management.
- Must have strong leadership and organizational skills, with the ability to motivate and manage teams effectively.
- Strong analytical and problem-solving skills, with the ability to manage complex projects and make data-driven decisions.
- 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.
- Proficient in Microsoft Office Suite, JD Edwards and Tyler Munis Enterprise System.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Thorough knowledge of prescribed School Board policies, procedures, rules and regulations;
- Ability to motivate others to reach their fullest potential;
- Ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff, associates, external organizations/companies, federal and local agency representatives.
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Oral & Written Skills
- Excellent Record Keeping Skills
- Good interpersonal and communication skills.
- Communicate effectively both orally and in writing, including giving and receiving feedback
- Comprehensive knowledge of school infrastructure needs and the challenges faced by educational facilities in the CNMI.
- Thorough understanding of the principles and practices of project management and facilities management.
- Ability to develop strategic plans that align with the overall objectives of the SASI Grant Program and the CNMI Public School System.
- Skills in financial management, including budgeting, financial planning, and analysis related to large-scale projects.
- Ability to conduct and interpret research and studies related to educational facilities and infrastructure needs.
- 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

CONDITIONAL REQUIREMENTS:

The Deputy Federal Budget Officer position is considered "EXEMPT STATUS": It is NOT 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.

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. TRAFFIC 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: THE HUMAN RESOURCES OFFICE AT PSSHR@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: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan