

# 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 eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: Senior Budget Analyst**

EXAMINATION ANNOUNCEMENT NO: **PSS-2025-012**

OPENING DATE: **February 7, 2025** CLOSING DATE: **February 21, 2025**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$45,000-\$55,000.00 Per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Health/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:

- Manages grant financial portfolio for all PSS federal grants and contracts accounting, budget, and allocation processes.
- Collaborates with Grant Managers, Project Directors, and fiscal and compliance staff to ensure that PSS complies with required local and federal accounting and fiscal principles, requirements, and policies.
- Acts as the district's federal grants accounting and budgeting resource and subject matter expert to the department staff and management.
- Maintains detailed and accurate budget, financial and project records.
- Reviews, monitors, and tracks federal grants budgets, financial plans, billings, and expenditures to ensure the district meets its federal fiscal and financial goals and obligations.
- Prepares budget status and analytical reports using Excel, Word, Access, and/or database reporting tools, including financial status reports on a periodic schedule.
- Assists in the daily, monthly, quarterly, and annual financial monitoring of all federal grant activities, including but not limited to account payables (purchase requisitions, invoice vouchers, etc.) and receivables (billing appropriate agencies), and interdepartmental expense transfers.
- Assists with preparation of monthly financial reports for all federal accounts.

- Assists with the Federal Funds Status Reports and other customized reports for all federal grants.
- Assists with drawdown of federal funds from various federal grantor agencies based on approved expenditure data.
- Assists in the internal/external audits.
- Work closely with the Finance Office, Procurement Office, Human Resource Office, and other departments to reconcile account balances related to grants.
- Train staff, as needed.
- 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 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 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:**

- Graduation from a U.S. accredited college or university with a Bachelor's degree in Accounting and at least three (3) years' work-related experience OR High School Diploma plus seven (7) years' work-related experience.
- Graduation from a U.S. accredited college or university with a Bachelor's degree in Accounting and at least five (5) years' work-related experience OR High School Diploma plus nine (9) years' work-related experience.

### **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 Enterprise System.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- 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:**

This position is considered “**EXEMPT STATUS**”. 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](mailto: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.*

<b>Human Resource Office Use ONLY</b>			
Application Type: Non-Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan