



ISIDRO K. SEMAN  
Director of Personnel

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS  
**CIVIL SERVICE COMMISSION**  
**OFFICE OF PERSONNEL MANAGEMENT**  
P.O. BOX 5153 CHRBSAIPAN, MP 96950-5153  
TEL NOS. (670) 234-6925/6958/8036  
FAX NO. (670) 234-1013



HERMAN "HR" DLGUERRERO  
Chairman, CSC

**EXAMINATION ANNOUNCEMENT NO: 17-301**  
**OPENING DATE: 12/01/17**  
**CLOSING DATE: 12/15/17**

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

**POSITION AND SALARY: Accountant III**

**PL 14/01-14/03**  
**\$28,435.58-\$31,350.23 P/A**

The salary given will be determined by the qualification of the appointee.

**LOCATION: Department of Public Lands, SAIPAN**

**DUTIES:**

Posts monthly/quarterly lease/permit rentals, AGP, and payments in to the subsidiary ledger. Reviews customers' statement of accounts and delinquent notices for accuracy prior to issuance. Reviews the daily collection report to ensure totals are correct and reviews the aging report and monitors lessees/permittees who are not paying on time. Reconciles the A/R subsidiary ledger against the general ledger control account on a monthly basis. Submits collection reports to the Director on a daily basis. Coordinates with the Real Estate Division/Compliance Division on matters related to rental computations and other disputed issues, and performs thorough research and investigation of the history of numerous leases/permits to determine collectability of long overdue accounts. Reconciles accounting files with the Real Estate/Compliance files on a regular basis. Prepares promissory notes to be executed between DPL and tenants requesting for installment payment of rentals. Encodes proper General Ledger account numbers in the Cash Receipts Journal and ensures posting of payments to the subsidiary ledger are accurate. Reviews Aged Receivables and sends monthly statement. Follows up on payments on the delinquent accounts. Prepares delinquent schedules for review. Oversees the window cashier in the issuance of receipts (to Void, Edit/Correct Errors, Reprinting, etc.) Assists in the preparation of the annual budget, annual audit schedules, and financial statements. Reports all other findings and activities to the Director. Assigns numbers for new leases and permits and maintains lease/permit information in the A/R subsidiary ledger. Performs other related duties as assigned by the Director.

**QUALIFICATION REQUIREMENTS:**

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Accounting or related field; plus three (3) years of experience in professional accounting including two (2) years of supervisory experience. Copy of diploma/degree or official transcript and police clearances must be attached to the application.

**CONDITIONAL REQUIREMENTS:**

This position is **"COVERED"**; Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR/R), Part I.7C of the Excepted Service Regulation (ESR) and the Fair Labor Standards Act (FLSA).

**NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.**

**INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Personnel Management	Office of Personnel Management	Office of Personnel Management
Springs Plaza, Gualo Rai	Songsong Village	San Jose Village
Saipan, MP 96950	Rota, MP 96951	Tinian, MP 96952