



Office of the Public Auditor

Commonwealth of the Northern Mariana Islands

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EXAMINATION ANNOUNCEMENT NO.: OPA-21-001

OPENING DATE: 01/14/2021

CLOSING DATE: 01/28/2021

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 shall 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, handicap or place of origin.

POSITION AND SALARY: Audit Manager (1 position)

PL-UNGRADED

\$65,000 - \$70,000 P/A

The salary given will be determined by the qualifications of the applicant and limited to the amount currently appropriated for the position.

LOCATION: Office of the Public Auditor (OPA), Capitol Hill, Saipan

DUTIES:

Oversees and conducts financial, performance and other compliance audits of government agencies, private entities dealing with the government, and other entities as required. Leads a team of audit staff to conduct audit surveys and prepares audit programs. Leads in the development of audit findings and audit recommendations. Administers the preparation of audit reports and reviews all working papers, and other supporting schedules and exhibits. Ensures the compilation of audit work paper files and other audit related files, indexing, referencing and labeling of files are in accordance with adopted auditing standards and relevant OPA Audit and Manual Guides. Prepare executive summaries for management reviews, evaluates, and makes recommendations on accounting systems, operating systems, policies and procedures of audit entities. This position will report to the Public Auditor and perform other managerial and supervisory duties relevant to the job function and duties, including acting as the Public Auditor delegate as deemed appropriate.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree from a US accredited college or university with a minimum of 8 years management experience in the audit or accounting function. Accounting, Finance or Business Management degree is preferred. Financial accounting experience with US Generally Accepted Accounting Principles is required. Government accounting and auditing experience is desirable. Certified Public Accountant (CPA) is a plus.

Please submit a copy of degree/official transcript, resume, and police clearance. All documents must be attached to the application.

A successful candidate must (1) be capable of conducting financial, compliance, and performance audits, and have strong analytical and critical thinking skills; (2) be able to present to key management and government officials on audit results; (3) have a general understanding of CNMI government operations (accounting, budgeting, and auditing); (4) have excellent oral and written communication skills; (5) have intermediate Microsoft office suite (Word, Excel, and Powerpoint) knowledge; (6) have working knowledge of a financial accounting system; and (7) be capable of mentoring and coaching a team for growth and development.

CONDITIONAL REQUIREMENTS:

This position is "**EXEMPT**"; is not eligible to receive overtime payment for overtime hours performed pursuant to NMIAC § 10-20.2-340 (a) of the Personnel Service Rules and Regulations (Part IV.B16), NMIAC § 120-10-115 (d) of the Excepted Service Personnel Regulations, (Part 1.7C), NMIAC § 130-20-210 (d) of the OPA Personnel Regulations, and the Fair Labor Standards Act.

Also, pursuant to 1 CMC §2305, OPA employees may not actively engage in any other business, profession, or governmental office.

NOTE: Education and training claimed under item 19(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 the Public Auditor
1236 Yap Drive, Capitol Hill
P.O. Box 501399, Saipan MP 96950
Email: mail@opacnmi.com

The Application for Employment may be available for download at www.opacnmi.com. It is also available at the Office of the Public Auditor.