

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



JAKE MARATITA
Chairperson, CSC

CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT

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FRANCES T. TORRES-SALAS
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: 22-098

OPENING DATE: 09/22/22

CLOSING DATE: Until filled

RE-ANNOUNCEMENT (22-083)

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 – 14/02
\$28,435.589 - \$29,857.369 P/A

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

LOCATION: Department of Public Lands, SAIPAN

DUTIES:

Post monthly/quarterly lease/permit rentals, AGP, and payments in to the subsidiary ledger. Reviews customer's statement of accounts and delinquent notices for accuracy prior to issuance. Reviews the daily collection report to ensure totals are correct, reviews the aging report and monitors lessees/permittees who are no 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 performing 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 executive between DPL and tenants requesting for installment payment of rentals. Encodes proper General Ledger account numbers in the Cash Receipts Journal and ensure posting of payments to the subsidiary ledger are accurate. Reviews Aged Receivables and sends monthly statement. Follow-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. Maintain lease/permit information in the A/R subsidiary ledger. Performs other related duties as assigned by the Director.

MINIMUM QUALIFICATION REQUIREMENTS:

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Accounting plus three (3) years of progressively responsible work experience in professional level accounting, including two (2) years of supervisory experience. Copy of Degree or Official Transcript and Criminal Record 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) and the Fair Labor Standards Act (FLSA).

*A COVID-19 Vaccination is mandatory for Executive Branch Employees as per Governor's Directive No. 2021-002 dated February 18, 2020. If selected/hired you are required to be vaccinated with the COVID-19 Vaccination.

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 Springs Plaza, Gualo Rai Saipan, MP 96950	Office of Personnel Management Antonio C. Atalig Public Library Bldg. Office of the Mayor, Tatchog Rota, MP 96951	Office of Personnel Management San Jose Village Tinian, MP 96952
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