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 Personnel System shall be applied and administered according to the principles of equal employment opportunity as defined by the Northern Marianas Commonwealth Public Law 6-10, regardless of age, race, sex, religion, political affiliation or belief, marital status, disabilities or place of 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.

POSITION/TITLE: ACCOUNTANT III
EXAMINATION ANNOUNCEMENT NO.: PSS–2021-009
OPENING DATE: February 2, 2021 CLOSING DATE: February 16, 2021
SALARY: PAYLEVEL/STEP: Ungraded; Step(s): Ungraded; $21,575.54 - $35,957.04 Per Annu
LOCATION: PSS, Finance Office

DUTIES AND RESPONSIBILITIES:

- Responsible for general ledger accounting including preparation of monthly financial reports.
- Has thorough knowledge of adjusting journal entries and bank reconciliations.
- Reviews bank reconciliation each month of the following account/fund for General Fund, Payroll Fund, Program Activities and Donations, CIP Account, Federal Grants and Employees activities.
- Summarizes and prepares cash position report based on the above reconciliation.
- Participates in the collection, compilation, classification and evaluation of fiscal data.
- Reviews financial reports and make adjustments and entries as needed internally.
- Maintains close liaison with the Finance Director and reconciliation consultant pertaining to the financial statements and other reports necessary for the school and end users.
- Analyzes accounting data and prepares recommendation for the Finance Office review.
- Performs other related duties 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.

**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.

**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:**

- Accountant III – Graduation from a U.S. accredited college or university with a Bachelor’s degree in Accounting, plus three (3) years work related experience OR High School Diploma, plus seven (7) years work related experience.

**ADDITIONAL QUALIFICATIONS:**

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback
- 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.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

- Understanding of Accounting principles;
- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Oral & Written Skills | Grammar/Style
- Excellent Record Keeping Skills | Filing & Document Management
CONDITIONAL REQUIREMENTS:

The Accountant III Positions are considered “NON EXEMPT STATUS”: Employee is paid on a salary basis and is eligible for overtime pay or compensatory time pursuant to the Regulations for PSS of Non-Certified Personnel and the 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. TRAFFICE 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: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG, THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, 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.

<table>
<thead>
<tr>
<th>Human Resource Office Use ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status: Non-Exempt</td>
</tr>
</tbody>
</table>