

**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: Comptroller

EXAMINATION ANNOUNCEMENT NO: **PSS-2025-028**

OPENING DATE: **June 06, 2025**

CLOSING DATE: **June 20, 2025**

SALARY: Pay Level: **UNGRADED**; Step(s) **UNGRADED**; **\$55,000.00 - \$65,000.00** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Finance Office**

DUTIES AND RESPONSIBILITIES:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- The incumbent for this position shall report directly to the Director of Finance
- Assists the Director of Finance with the day-to-day operations of the Finance Office.
- Performs supervisory duties over Finance staff to ensure daily accounting activities/postings are carried out accordingly complying with law and regulation.
- Coordinates audit activities of the Finance office.
- Coordinates, trains staff on, and performs bank reconciliations.
- Works in conjunction with the PSS Treasurer to monitor cash flows.
- Monitors Tyler Enterprise ERP accounting system to ensure proper, accurate, and timely posting of transactions and period closing
- Establishes and maintains a system of internal administrative controls and makes recommendations for corrective action to the Director of Finance if needed.
- Maintain and develop accounting policies and procedures in line with Generally Accepted Accounting Principles.
- Establishes and maintains a computerized accounting system that conforms to the Governmental Accounting, Auditing and Financial Reporting (GAAFR) Statement.
- Implements and maintains records.
- Utilizes the accounting staff in reporting financial information.
- Establishes an interactive budgeting process and monitors expenditures against approved budgets.

- Supervises the preparation and respresentation of financial statements that conforms to Generally Accepted Accounting Principals.
- Supervises the creation of customized reports including financial projections forecasting expenditures for both federal and local accounts.
- Coordinates the response to all audit issues for the Finance Office.
- Prepares monthly cash flow analysis for the Director of Finance and conducts variance analysis on operational and personnel expenditures.
- Reviews selected system and makes recommendations on the effective and efficient use of resources and ways to reduce operating costs and improve cash flows.
- Assists in the review and preparation of tax reports.
- Complies with established policies, procedures and applicable laws.
- Ensures accomplishment of objectives.
- Furnishes management with analysis, recommendations and pertinent comments concerning areas reviewed.
- Performs other related duties as assigned.

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.

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.

QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting from an accredited college or university or certified equivalent
- Five (5) years of work experience in accounting with at least one year of supervisory/management experience plus two (2) years of government auditing experience with two (2) years of work experience using Financial and Accounting software.

OTHER REQUIREMENTS:

- Certified Public Accountant (CPA) preferred.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Understanding of Generally Accepted Accounting principles;
- Understanding of Government Accounting Standards Board principles and requirements;
- Experience in Government Auditing;
- Ability to provide financial/accounting analysis;
- Knowledge of payroll tax structure and IRS Form 941;
- 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
- 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.

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: 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) 237-3037/3031.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

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

