



**Northern Marianas College**  
**P.O. Box 501250 CK**  
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## **VACANCY ANNOUNCEMENT**

Announcement No. 16-021

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

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| <b>POSITION TITLE:</b>       | <b>Accountant II (Fund Certification)</b> |
| <b>Pay Level &amp; Step:</b> | <b>28/01 – 28/02</b>                      |
| <b>Annual Salary:</b>        | <b>\$35,674.68 - \$36,923.30</b>          |
| <b>Location:</b>             | <b>As Terlaje Campus, Saipan</b>          |
| <b>Opening Date:</b>         | <b>08/05/16</b>                           |
| <b>Closing Date:</b>         | <b>8/20/16 or Until Filled</b>            |

*Pending availability of funds*

*Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.*

### **Nature of the Position:**

Responsible for assisting the Chief Accountant with all of NMC's accounting activities related to fund certification and other specific duties as assigned.

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### **Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Reviews all purchase documents such as purchase orders, check requests, contracts, and travel authorizations for accuracy to ensure appropriate account (e.g. fund account, general ledger, department codes, etc.), proper signature authority, and supporting documents are provided.
- Verifies and post transaction entries of all purchase documents into the financial accounting system (NPS) for Accounts Payable processing.
- Services as liaison between the Finance Office and other College departments in the resolution of administrative problems and inquiries regarding payment of vendor accounts.
- Produces reports to generating Fiscal budget for the Finance Department.
- Provides monthly department general ledger and expenditure reports and assist in analyzing reports.
- Reconciles account payable sub-ledger to the general ledger with subsequent adjustments.
- Analyzes Expenditure Reports for Finance Department.
- Other related duties as assigned.

### **Minimum Qualifications:**

Bachelor's degree from U.S. accredited college or university in accounting, finance, or related field plus two (2) years of accounting experience. Knowledge of accepted accounting rules, practices, tax laws, and reporting requirements. Ability to communicate (orally and in writing) in a professional manner when dealing with employees, vendors and company contacts. Competent computer skills required in order to perform essential functions listed above.

### **Desired Qualifications:**

- Strong communication and interpersonal skills
- Ability to process computer data and to format and generate reports.
- Ability to use an automated accounting system
- Knowledge of general accounting principles
- Ability to analyze and solve problems

### **Knowledge, Skills, and Abilities:**

- Must have a working knowledge of the generally accepted accounting principles.
- Must have strong writing skills.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, PowerPoint, and Access software applications.
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes tasks accurately and timely.
- Takes initiative and works both independently and cooperatively.
- Must be able to present information in clear and professional manner.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Finance Office and NMC.

### **How to Apply:**

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete Employment Application Form, Authorization for Release of Prior Employment Information/Consent to Background Check, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter and Resume (Does not substitute for content that should be on the Employment Application).

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university.

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Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire.

**NOTICE:**

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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