



**Northern Marianas College**  
**P.O. Box 501250 CK**  
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**VACANCY ANNOUNCEMENT**  
Re-Announcement No. 16- 039

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 I - II (Accounts Payable)</b> |
| <b>Pay Level &amp; Step:</b> | <b>26/01 – 28/02</b>                        |
| <b>Annual Salary:</b>        | <b>I: \$32,419.71 - \$33,554.40</b>         |
|                              | <b>II: \$35,674.68 - \$36,923.30</b>        |
| <b>Location:</b>             | <b>As Terlaje Campus, Saipan</b>            |
| <b>Opening Date:</b>         | <b>2/1/2017</b>                             |
|                              | <b>Closing Date: Until Filled</b>           |

*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.*

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**Vacancy Announcement 16-039**

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

**Nature of the Position:**

The Accounts Payable Accountant is primarily responsible for maintaining and updating accounts payable records under the direction of the Chief Accountant.

**Duties and Responsibilities:**

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides high-quality student and internal and external customer service.
- Matches original invoices and requests for payments with internal purchase orders, check requests, contracts, and travel authorization forms; performs calculations to determine appropriate amounts for payment, and makes modifications as necessary.
- Verifies and posts invoices and other accounts payable data into the financial accounting system.
- Processes and posts checks to pay suppliers and contractors.
- Serves as liaison between the Finance office and other College departments in the resolution of administrative problems and inquiries regarding payment of vendor accounts.
- Monitors open purchase order balances and notifies departments of balances as needed.
- Prepares monthly accounts payable reports.
- Reconciles accounts payable sub-ledger to the general ledger.
- Monitors travel authorization forms and contacts employees to close out the forms.
- Files and organizes vendor checks, invoices, and other related documents.
- Performs other duties as assigned.

**Minimum Qualifications:****Accountant I:**

Associate's degree from a U.S. Department of Education recognized accredited institution in Accounting or related field, plus two (2) years of accounting or bookkeeping experience or an equivalent combination of education and accounting experience.

**Accountant II:**

Bachelor's Degree from a U.S. Department of Education recognized accredited institution in Accounting or related field, plus two (2) years of accounting experience. Government accounting, federal programs, and records experience preferred.

Must have good math aptitude, is detail oriented with ability to manage multiple tasks/deadlines and have the ability to understand and interpret vendor invoices, statements, and other requests for payments. A working knowledge of purchase orders and related accounts payable documentation and basic data entry skills is required.

**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**

- Demonstrate effective phone etiquette and customer service 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 and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.

- 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 Department, Finance Division, and the College.

**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, Detailed Resume, 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. 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. Police/court clearance will be required upon job offer.

**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.