

Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 237-6855/6856/6857
Fax: (670) 235-3696
Website: <http://www.marianas.edu>

VACANCY ANNOUNCEMENT

Announcement No. 17-003

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.

POSITION TITLE:	Chief Financial Officer
Department:	Office of the President
Pay Level & Step:	Ungraded
Annual Salary:	\$50,000.00 - \$60,000.00 (Depending on Qualification)
Location:	As Terlaje Campus, Saipan
Opening Date: 1/10/2017	Closing Date: 1/20/2017 or Until Filled

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:

The Chief Financial Officer (CFO) is the primary financial manager of the institution and shares responsibility with the President and other College administrators for the management and safeguarding of the College's assets. Working in a multi-cultural environment, the CFO directs the operations of the Finance Office, Budget Office, and Procurement Office,. CFO reports directly to the President.

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Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities
- Provides high-quality student and internal and external customer service and provides leadership to the Division of Financial Services for PROA and accreditation activities.
- Directs and coordinates NMC's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Oversees the financial position of NMC, monitors cash flow and financial instruments, monitors the extension of credit, assesses the risk of transactions, and performs analyses and makes recommendations for investments.
- Develops, implements, and monitors internal controls to safeguard college assets.
- Oversees timely preparation of annual budget and other financial reports for approval and as required in order to a) ensure compliance with Federal and local statutes and regulations, and board policies; and, b) ensure continuity of operations.
- Reviews budgetary and other financial data to assess the present and future condition of the College and presents such information to the President and other constituencies as directed.
- Prepares periodic financial statements for review and presentation by the President and other constituencies as directed.
- Coordinates the annual financial audit including the preparation of the Management Discussion and Analysis and presents such to the President and the College Board of Regents and other internal and external parties. Prepares and implements the College action plan to address any issues identified in the audits.
- Assists in developing and implementing Policies and Procedures for Finance, Budget, and Procurement.. Examples of such policies shall include but not be limited to: budgeting, performance evaluation, cost management, and asset management; payroll, accounts receivable, accounts payable, reconciliation, fund certification, general ledger, and federal grants.
- Plans, organizes, and directs the operations of the Finance, Budget, and Procurement. Examples of such plans and activities are inclusive of but not limited to: Procurement, receiving, inventory, and property management;
- Ensures compliance with Federal and local statutes and regulations, board policies, and directives for Finance, Budget, and Procurement.
- Works closely with the President to coordinate with the NMC Foundation to ensure responsible and timely reporting and management of investments, endowment fund assets and other accounts.
- Manages, trains, and evaluates performances of assigned staff.
- Participates in and/or conducts various meetings/committees including serving as the Chair of the Planning, Budget and Evaluation Council.
- Negotiates or approves contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities. An example of such is the preparation and negotiation of the indirect cost rate agreement by and between NMC with the US Department of Health and Human Services.
- Performs related duties as assigned.

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Minimum Qualifications:

A Masters degree from a U.S. Department of Education recognized accredited institution in Business Administration, Accounting or related field plus two (2) years of increasingly responsible supervisory and management experience and two (2) years of experience working with audits in accordance with OMB Circular A-133

Or

Bachelor's degree from a U.S. Department of Education recognized accredited institution in Business Administration, Accounting, or related field, plus three (3) years of increasingly responsible supervisory and management experience and three (3) years of experience working with audits in accordance with OMB Circular A-133.

Must be able to work independently and effectively while handling multiple tasks. Must also be able to work in an environment with diverse academic, socioeconomic, cultural and ethnic backgrounds. Must possess analyses accessible to a variety of audiences.

Preferred Qualifications:

Experience related to higher education administration. Certified Public Accountant.

Knowledge, Skills, and Abilities

- 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 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, 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.

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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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