



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 19-014

Opening Date: Monday, January 7, 2019

Closing Date: Friday, January 18, 2019

Fiscal Technician, Senior

Duties: Under the direct supervision of the Chief Financial Officer or his/her designee. May provide lead direction and/or supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. Receives, reviews and verifies vendor invoices and statements; service reports; time sheets; payroll information; and/or other payable documentation; ensures completeness and accuracy of calculations and information. Determines general ledger account information or expense allocation information; processes accounts payable or payroll transactions; routes check payment or wire transfer information for approval; posts accounts upon approval. Researches and reviews account, billing or system information; prepares reconciliations of financial data; updates and maintains account or employee data; calculates and prepares financial adjustments or account charge information. Assists internal and external customers with inquiries or account information; receives complaints; researches issues; provides information and explains processes and procedures; recommends resolutions to issues. Retrieves, files and maintains records, documents and tracking spreadsheets; processes purchase orders; prepares reports, work orders and/or audit confirmations; compiles documents and drafts correspondence. May provide testimony related to customer account disputes. Performs other duties of a similar nature and level as assigned.

LOCATION: CFO Division, Accounting Section, Saipan, Northern Mariana Islands, USA.

SALARY: \$24,096.00 per annum, Non-exempt

CONTRACT: Not Contracted.

POSITION(S): One (1)

Minimum Requirements: Associate's Degree in Accounting or directly related field and 3 years of fiscal support experience. **Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Supervisory principles, practices and techniques (based on assignment); Customer service principles; Mathematical principles; Recordkeeping principles; Research methods; Modern office technology. **Skills in:** Interpreting and applying applicable laws, codes, regulations and standards; Supervising, monitoring, training and evaluating staff (based on assignment); Receiving, reviewing, posting and reconciling fiscal data or account information; Verifying fiscal data and updating account information; Responding to inquiries, researching information and resolving issues; Performing mathematical calculations and making corrections and adjustments; Researching and preparing account adjustments and related documentation; Preparing and maintaining files, forms, correspondence, reports and records; Updating, maintaining and preparing reports and spreadsheet tracking documents; Researching account information and providing information regarding billing disputes; Organizing and maintaining records management systems; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction. Applicants may be tested. Subject to pre-employment drug test.

Drop off your CUC Employment Application at the CUC Human Resource Office located on the 3rd Floor of the Joeten Dandan Building on Saipan. Otherwise, you may drop it off at the Tinian and Rota Administration Office.