



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 22-088

Opening Date: August 11, 2022

Closing Date: August 24, 2022

POSITION TITLE:	Fiscal Assistant
DEPARTMENT:	Tinian Administration
LOCATION:	Tinian, Northern Marianas Islands, USA
ANNUAL SALARY:	\$16,742.00 to \$22,602.00 per annum, Non- Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Resident Manager or his/her designee. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Duties:

- The Fiscal Assistant updates and verifies customer account or work order information; enters and balances payment data; prepares timekeeping records; may work in the field obtaining and entering customer utility meter information, and replacing or disconnecting utility meters and services.
- Receives customer payments; balances and records cash and other payment receipts; verifies receipts against payment system data; and prepares deposits.
- Monitors and updates customer account information; researches account discrepancies or unusual meter readings; calculates payment information for past-due accounts, new installations and security deposits; reports research findings; and/or follows up on service or work order status.
- Greets customers or receives calls; responds to customer inquiries such as account balance information, payment due dates, minimum payment amounts due or general information inquiries; refers customers to appropriate resources.
- Copies and scans documents; maintains and organizes files records, reports and accounting transaction documentation.
- Updates and maintains spreadsheet reports; prepares fiscal transaction reports or other work activity reports.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: High School Diploma or General Education Diploma or Adult Basic Education Program.

Knowledge of: Cash handling practices (based on assignment); Customer service principles; Basic mathematical principles; Recordkeeping principles; Safety principles and safe work practices; Applicable equipment used in field utility services (based on assignment); Modern office technology.

Skills in: Receiving, posting and reconciling payments, cash receipts or account information; Verifying and updating account or utility meter information; Providing customer service and responding to inquiries; Coordinating services with other departments or resources; Inspecting and operating field equipment related to utility usage (based on assignment); Performing basic mathematical calculations; Researching account information or discrepancies; Preparing and maintaining files, forms, reports and records; Copying and scanning documents; Updating, maintaining and preparing reports and spreadsheet tracking documents; 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.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org.