



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 23-030**

**Opening Date: November 23, 2022**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Fiscal Analyst</b>
<b>DEPARTMENT:</b>	<b>CFO/Accounting</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$42,411.00 - \$50,970.00 per annum, Exempt</b>
<b>CONTRACT:</b>	<b>Contracted</b>
<b>POSITION(S):</b>	<b>One (1)</b>

The incumbent will be under the direct supervision of the Chief Financial Officer or his/her designee. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of CFO/Accounting Division.

### Duties:

- The Fiscal Analyst may lead 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.
- Making hiring, termination, and disciplinary recommendations.
- Reviews, accounts for, and prepares various financial data such as: reconciling journal entries; accounts receivable aging, summary billing, accounting accruals, recording fixed asset costs or depreciation, calculating and posting payments, adjustments or allotments; and/or accounts payable invoice payments.
- May provide guidance, coordination and/or journal entries during account closing periods.
- Performs analysis, verifies fiscal data, and prepares various management reports.
- Provided inventory monitoring and status reports; reviews purchase order status, vendor statements, and performs quality checks for verification of services or materials received.
- Provides analytical support to internal and external customers and stakeholders.
- Reviews documents and provides guidance in completion of forms; responds to inquiries or issues; researches and provides information on processes and procedures.
- Assists with annual audits by preparing schedules, repots and providing technical support.
- May provide supervision or coordination of physical inventory processes; reconciliation of inventory balances in preparation for financial reporting; and/or monitoring vehicle maintenance schedules and approving vehicle repairs and maintenance.
- Performs other duties of a similar nature and level as assigned.

### Minimum Requirements:

**Education:** Bachelor's Degree in Accounting or directly related field and 2 years of fiscal experience related to area of assignment.

**Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances. Supervisory principles, practices and techniques (based on assignment); generally accepted accounting principles; financial analysis principles and techniques; advanced mathematical concepts; research methods; customer service principles; modern office technology.

**Skills in:** Interpreting and applying applicable laws, codes, regulations and other applicable standards. Supervising, monitoring, training and evaluating staff (based on assignment); Providing guidance and leading work activities (based on assignment); Prioritizing activities and meeting deadlines; Preparing financial information, adjustments and entries related to general ledger; Researching, compiling, calculating and reconciling data and information; Researching technical issues, solving problems and providing solutions; Monitoring and maintaining fiscal account information and reporting; Reconciling data, preparing adjustments and posting account and journal entries; Providing attention to accuracy and detail; Preparing reports, correspondence and related fiscal documentation; Providing customer services; Providing technical guidance related to financial systems; Maintaining databases and financial records; Assisting with audits, inventory processes and/or equipment maintenance schedules; 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](mailto:employment.applications@cucgov.org).

**P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950**

**Tel: (670) 664-4282 • Fax: (670) 235-5131**

**CUC is an Equal Opportunity Provider and Employer.**