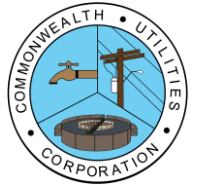




Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 24-050

Opening Date: Monday, January 22, 2024

Closing Date: Friday, February 2, 2024

POSITION TITLE:	Fiscal Technician, Senior
DEPARTMENT:	COA/Billing
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$24,904.00 to \$33,620.00 per annum, Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Chief of Administration or his/her designee.

The responsibilities of the Fiscal Technician, Senior may include preparing service orders, maintaining/posting delinquency/disconnection lists, maintaining ledgers, processing and filing payroll, providing customer service including review of meter readings and updating of service orders, editing reports, establishing filing and records management systems.

Duties:

- 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.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: Associate's Degree in Accounting or directly related field plus three (3) years of fiscal support experience; or, an equivalent combination of education and experience in successfully performing the job's essential duties such as those listed above.

Proficiency in the applications of Microsoft software – Word, Excel, PowerPoint, and Outlook.

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.

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.

Licensing:

- Valid Driver's License with appropriate class.

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

How to Apply: You may submit your 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, 7:30am – 4:30pm (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.