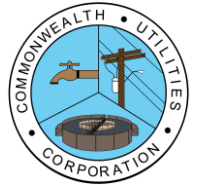




# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**JVA No. 26-036**

**Opening Date: Tuesday, June 2, 2026**

**Closing Date: Monday, June 15, 2026**

<b>POSITION TITLE:</b>	<b>Accountant I</b>
<b>DEPARTMENT:</b>	<b>CFO/Accounting</b>
<b>LOCATION:</b>	<b>Saipan, Northern Marianas Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>\$45,307.00 per annum, Exempt</b>
<b>CONTRACT:</b>	<b>Four-Year Contract, subject to renewal</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.

The Accountant I may lead 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.

### Duties:

- 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 supervision of daily accounting activities.
- Monitors, reconciles, and maintains general ledger accounts; prepares and posts journal entries during account closing periods.
- Performs analysis, verifies fiscal data, and prepares various management reports; provides 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, reports, 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 & Experience:** Bachelor's degree in Accounting or directly related field plus two (2) years of fiscal experience related to area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**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 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 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 service; Providing technical guidance to financial systems; Maintaining databases and financial reports; 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.

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

**Tel: (670) 664-4282 • Website: [www.cucgov.org](http://www.cucgov.org)**

**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:** 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).