



COMMONWEALTH JUDICIARY ADMINISTRATIVE OFFICE

Guma' Hustisia / Iimwal Aweewe / House of Justice
P.O. Box 502165 • Saipan, MP 96950
Telephone (670) 236-9700/9800 • Facsimile: (670) 236-9702
Website: www.justice.gov.mp

EMPLOYMENT OPPORTUNITY

The Commonwealth of the Northern Mariana Islands (CNMI) Judiciary is seeking a highly motivated individual for the position of:

ACCOUNTANT I

Announcement # JVA19-005

DUTIES: The successful candidate will work under the general supervision of the Presiding Judge and direct supervision of the Director of Courts or his/her designee on Saipan which involves work in the maintenance and examination of accounting records and procedures and in the preparation of analysis of financial reports. The duties of this position include, but are not limited to the following:

- Maintain various ledgers, registers, journals and other records required in fiscal operations;
- Furnishes budgetary data to higher-level accountants for budget analysis;
- Prepares financial statements and reports for review by supervisor and operating personnel;
- Maintains records necessary for the determination and reporting of federal expenditures and fund balances;
- Takes trial balances and makes adjusting and closing entries;
- Verifies and analyses financial data and prepares financial statements and reports;
- Participates in the collection, compilation, classifications and evaluation of fiscal data;
- Maintains budgetary accounts and financial records for an office;
- Maintains control accounts so that the status of funds may be determined;
- Post entries to these accounts from supporting documents;
- Post and balances journals and ledgers and reconciles accounts;
- Coordinates work of the clerical staff in an office;
- Assists in preparing budget estimates by gathering pertinent information from various book of accounts;
- Assigns and reviews the work of others for accuracy and completeness;
- Explains departmental procedures to other employees and the public; and
- Performs other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: Candidate must have a high school diploma or equivalent and should have a combination equivalent to graduation from college or university with a BA major in accounting or related field, a minimum of two (2) years experience in accounting work. Successful candidate must provide current police and traffic clearances and proof of eligibility to work in the CNMI. Applicants given a conditional offer of employment with the CNMI Judiciary will be required to submit to urinalysis to screen for the illegal use of drugs prior to employment.

COMPENSATION AND TENURE: This position is appointed by and serves at the pleasure of the Presiding Judge. The salary range will be \$20,000.00 - \$21,000.00 annually.

INTERESTED PERSONS may obtain application form at the Marianas Business Plaza, Suite 212 on the second floor or Window #3 at the front of the Guma Hustisia/Imwal Aweewe/House of Justice in Susupe, or at the Superior Court offices on Kotten Tinian and Centron Hustisia in Rota. Completed applications, cover letter, and three references should be submitted to:

Human Resources
Guma Hustisia/Imwal Aweewe/House of Justice
P.O. Box 502165
Saipan, MP 96950
Tel. (670)236-9818
Fax. (670) 236-9702
hr.judiciary@justice.gov.mp

This job announcement will remain open until filled and can be seen and a printable copy of the application downloaded at <http://www.justice.gov.mp>.

THE CNMI JUDICIARY IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.