



JOB VACANCY ANNOUNCEMENT JVA 17-009

It is the policy of the Marianas Visitors Authority (MVA) that equal opportunity is given to all U.S. citizens and other qualified U.S. Workers as defined by law regardless of race, color, religion, age sex, national origin, veteran status, disability or sexual orientation. The MVA is an equal opportunity employer.

POSITION TITLE: CHIEF ACCOUNTANT
PAY LEVEL : UNGRADED
ANNUAL SALARY: \$45,000.00 - \$60,000.00**

**The salary given will be determined by the qualifications of the selected applicant.

LOCATION: Marianas Visitors Authority, Saipan

Opening Date: 03/31/17

Closing Date: 04/13/17

Applications must be submitted by 5:00pm on the closing date. If not filled, applications will be reviewed every two weeks thereafter until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

Nature of Position

The Chief Accountant is responsible for the management of the MVA Accounting Section and the accomplishment of all of MVA's accounting activities. The Chief Accountant works independently with a high level of discretionary authority and minimum guidance in the management of the Accounting Section.

Duties & Responsibilities

- Leads the Accounting Section in achieving accounting objectives to help the MVA attain its strategic goals.
- Implements accounting procedures and techniques.
- Prepares computerized accounting reports which summarizes and forecasts MVA's financial position.
- Directs determination of depreciation applicable to capital assets.
- Prepares and monitors the annual budget for MVA.
- Responsible for the preparation of all requests for proposals and contracts in accordance with the CNMI Procurement regulations.
- Oversees all accounts receivables and accounts payable.
- Oversees the processing of payroll bi-weekly.
- Establishes or recommends to management desirable operational adjustments due to tax code revisions.
- Makes arrangements for annual financial audits of MVA.
- Advises management about property and liability insurance coverage needed.
- Recommends financial planning, procurement and investment of funds.
- Attends to auditor's requests and prepares schedules.
- Prepares all relevant correspondences.
- Performs other related duties as assigned.

Minimum Qualification Requirements

Education: Bachelor's degree from an accredited college or university with a degree in accounting, finance, business administration or related field, or has an equivalent additional four (4) years of accounting work experience.

Work Experience: Five (5) years progressive experience in professional accounting work with demonstrable mastery of accounting principles, concepts and applications and four (4) years of supervisory experience. Accounting experience with government or autonomous agencies preferred, but not required.

Other Qualification Requirements

- Knowledge of Peachtree Accounting Software, Microsoft Excel and Microsoft Word.
- Ability to operate office equipment such as photocopier, personal computer, facsimile and other office equipment.
- Availability to work after regular working hours during MVA sponsored events or events organized by MVA.
- Ability to travel occasionally.

Desired Qualifications

- Grant writing experience and knowledge of CNMI Procurement Regulations is a plus, but is not a requirement.

Applicants may be required to take an accounting test as part of the application process. All applicants must be a U.S. citizen or otherwise qualified U.S. worker. Copies of identification are required upon submission of application.

Overtime Status

This position is "Exempt" under the FLSA and is not eligible to receive overtime compensation.

How to Apply

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01 or by emailing personnel@mymarianas.com for an employment application form. A completed application should be submitted together with the required documents to complete the application process no later than the closing date of this announcement.