



## RE-ANNOUNCEMENT JVA 17-012

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified US workers, as restricted by CNMI law, and that equal opportunity be given to all qualified US worker applicants regardless of age, sex or sexual orientation, religion, marital status, political status, veterans status, disability or place of origin. MVA is an equal opportunity employer.

**POSITION TITLE** : ACCOUNTANT II  
**PAY LEVEL** : 12/01  
**ANNUAL SALARY** : \$25,791.92  
**LOCATION** : Marianas Visitors Authority, Saipan

**Opening Date:** 07/07/17

**Closing Date:** 07/21/17 \*\*

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

*\*\*Applications must be submitted by 5:00 pm at the end of business hours on the closing date. If not filled, the vacancy will be re-announced on a continuing status and 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 WORK:**

The Accountant II performs difficult professional accounting work within the Accounting Section with responsibility for one of the key accounting functions: payroll, accounts payable or accounts receivable. The Employee will resolve problems and issues through the application of well-established accounting practices and principles. Responsibilities also include other tasks such as assisting employees with the preparation of purchase orders and travel authorizations. The Accountant II may also supervise lower-level accounting staff, if assigned. The Accountant II works under the general supervision of the Chief Accountant.

### **EXAMPLES OF DUTIES:**

The Employee will:

1. Know and uphold the established MVA Mission, policies and procedures, relevant federal and Commonwealth statutes and regulations, and MVA and Accounting Section goals and objectives.
2. Assist the Accounting Supervisor in achieving accounting goals and objectives that will help the MVA attain its strategic goals.
3. Assist in the provision of a full range of accounting services to MVA and its staff through the accomplishment of one of the key accounting functions: payroll or accounts payable (The accounts receivable function is performed by the Accountant IV.).
4. If assigned responsibility for the accounts payable function, the Accountant II will:
  - Review invoices to ensure they are approved for payment
  - Route invoices to section managers for certification that goods/services were received
  - Match invoices to purchase order and assign appropriate expense account and accounts payable voucher number
  - Post invoice and forward to the Accounting Manager for approval
  - Process check and route for signature
  - Distribute checks to vendors or MVA recipient (for per diem claim)

- Maintain vendor and purchase order files, subsidiary journals, bank reconciliations, etc.
  - Communicate with vendors regarding discrepancies or concerns.
5. If assigned responsibility for the payroll function, the Accountant II will:
    - Review and verify time cards and leave forms
    - Prepare time and attendance reports
    - Monitor annual leave, sick leave and all compensatory time balances
    - Process employment allotment requests
    - Prepare payroll subsidiary journal entries and reconcile with general ledger
    - Print and distribute payroll checks and Notices to Bank to employees
    - Prepare allotments for payment on line
    - Process employees withholding tax deposit form per payroll
    - Submit quarterly and annual earnings report to the Division of Revenue and Taxation
    - Prepare employees W2 form and the annual reconciliation of withholding tax and salaries; distribute W2 form to employees
    - Maintain files for employee records, personnel actions and payroll vouchers
    - Prepare annual payroll budget
  6. Perform other duties as assigned:
    - Process and print purchase orders
    - Record and make journal entries on in-kind distribution
    - Review and process international vendors invoices
    - Assist walk-in customers/staff; receive and stamp incoming documents; forward to Accounting Manager
    - Perform as Cashier
      - Receive payments and issue receipts
      - Prepare collections for bank deposit
    - Serve as petty cash custodian
      - Issue petty cash to staff as per managers' approval/request
      - Follow up with staff on outstanding petty cash receipts
      - Prepare petty cash jackets for replenishment
  7. Ensure that all work is performed in an efficient and timely manner, meets MVA and CNMI government customer service standards, and satisfies MVA and client expectations.
  8. Provide guidance and training to lower-level Accounting staff in use of equipment and software and in best practice accounting procedures and techniques.
  9. Assist other sections within MVA in the conduct of tourism-related projects and events.
  10. Perform other duties as may be assigned, including occasional duties normally performed at either a higher or lower position level.

**MINIMUM QUALIFICATION REQUIREMENT:**

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 years of experience and training which provides the knowledge and ability to perform fully the work involved in the position.

Work Experience: Two years progressive experience in professional accounting work with demonstrable mastery of accounting principles, concepts and applications.

**LICENSURE/CERTIFICATION/PROFESSIONAL ASSOCIATION:**

CNMI Driver's License

## **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

### 1. Knowledge of:

- a. GAAP and MVA Accounting practices and principles
- b. Technical and working understanding of Peach Tree accounting and software
- c. Preparation and analysis of financial statements and reports

### 2. Skills in:

- a. Analyzing performance results to determine methods of improving service.
- b. Preparing written reports, statistics and analyses
- c. Supervising employees in a professional-level accounting work environment.
- d. Use of personal computer hardware and Microsoft software programs to include MS Excel, Access, MS Outlook and Word

### 3. Ability to:

- a. Communicate clearly, concisely and accurately with all levels of staff and customers, both verbally and in writing
- b. Assign and direct the work of subordinates
- c. Analyze data, detect errors and correct inconsistencies in accounting records
- d. Learn, maintain and advance usage skills in the job-specific aspects of various computer hardware and software
- e. Make logical and sound decisions in the resolution of difficult and complex situations
- f. Perform in a self-directed, hard-working, creative and forward thinking manner

**Conditional Requirements** This position is “Non-Exempt” and is eligible to receive overtime compensation pursuant to Sub-Section 424 of the MVA Personnel Regulations and the Fair Labor Standards Act (FLSA).

## **HOW TO APPLY**

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01. A completed application must be submitted together with the required documents for consideration until search is closed. A resume may be attached, but the application form must be filled out in full.

