

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE
(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School System (PSS), Human Resources Office shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: **Director of Finance**

EXAMINATION ANNOUNCEMENT NO: **PSS-2025-069**

OPENING DATE: **August 29, 2025**

CLOSING DATE: **September 12, 2025**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$75,000.00-\$85,000.00 Per Annum**

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Office of the Commissioner of Education**

DUTIES & RESPONSIBILITIES:

- The applicant for this position shall report directly to the Commissioner of Education
- Plans, formulates and recommends financial policies, standards, techniques, and directives relative to the overall financial activities of the Public School System.
- Creates an interactive budgeting process so that key financial management centers, such as Legislature, Department of Finance, OPA, and the independent auditor, are linked under a unified checks and balances on public funds matters.
- Consults with and advises the members of the Board of Education, the Commissioner of Education, the School Principals, and the Program Managers on all matters relating to financial and budget issues.
- Collaborates with the Federal Programs Office, the Human Resources Office, and the Procurement & Supply Office on all financial budget status.
- Advocates a positive relationship with members of the Legislature (both House & Senate) to assure conditional support on legislative issues affecting the Public School System, in particular the annual budget processes.
- Works with and maintains cooperative relationships with the CNMI Government/Executive Branch, in particular the Governor's Special Assistant on Management and Budget, the CNMI Department of Finance, and cognizant government agencies involved with financial & budget matters, technical assistance support for computer services, gathering of pertinent information, or related specialized functions.
- Performs other related duties as assigned.
- Organizes, Controls, Supervises, and directs the overall financial requirements of the Public School System.
- Supervises Personnel of the Fiscal & Budget Office.
- Manages the operation of the Finance & Budget Office and the computerized financial management system.
- Schedules the monthly and annual financial reports and comparative analysis reports.
- Recommends and implements the creation of customized financial reports.

- Delegates agency representation for the annual single audits and all other Public School Systems audits.
- Systematizes the program development for the facilitation and coordination of the financial activities of the Public School Systems.
- Drafts and submits a sustainable annual budget request for the Public School System.
- Insures that all monies due to the Public School System are collected and deposited in a timely manner to appropriate bank accounts:
 - a. CIP funding is collected and deposited in a timely manner.
 - b. All federal grants are properly billed, drawn down, and deposited accordingly.
 - c. All local funds appropriated by the CNMI Legislature are allotted, and cash transfers are transmitted from the CNMI Treasury to PSS accounts.
 - d. All claims against the PSS are closely scrutinized to assure the validity and propriety of settlements.

JOB-RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned, including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORK WEEK:

The Public School System (PSS) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors, or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

PHYSICAL DEMANDS:

Exerting up to twenty (20) pounds of force occasionally and/or a negligible amount of force frequently.

JOB REQUIREMENTS:

This position may require the applicant to perform some travel, evening, and weekend work.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Graduation from a U.S. accredited college or university with a Bachelor's Degree in Business Administration, Finance, Accounting, or related field of study, plus five (5) years work experience, and can either hold a valid licensure as a Certified Public Accountant; **OR**
- MA degree in Business Administration, Finance and Accounting, or related field of study, plus five (5) years related work experience, including three (3) years in Public Auditing or Government Auditing.
- Preferred a candidate holding a CPA designation issued by any State of the United States, its territory, or possession.

Applicants must also have knowledge and experience in the following areas:

- In-depth knowledge of Generally Accepted Accounting Principles, including governmental accounting, budgetary, and cost accounting.
- Knowledge of school finance.
- Knowledge of the CNMI laws and regulations, including laws and regulations relating to governmental finance, administration, and personnel.
- Knowledge of budget and accounting requirements relating to federal education programs.
- Knowledge of Financial Management System JDE/IBM computer applications.
- Ability to communicate and build consensus with and among stakeholders, including legislature, central and school level management, staff, and representatives of other CNMI agencies.
- Experience in working with short and long-range planning.
- Experience in working with CNMI and federal legislative entities.
- Experience in working with policy-setting bodies.
- Experience in working with government or public auditing.

ADDITIONAL QUALIFICATIONS:

- Good interpersonal and communication skills. Communicate effectively both orally and in writing, including giving and receiving feedback.
- Awareness of and sensitivity to cultural issues and local community practices.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Excellent oral and written communication skills;
- Ability to motivate others to reach their fullest potential;
- Awareness of and sensitivity to cultural and local community practices and norms.
- Excellent Office Automation Skills (Microsoft Word, Excel, Outlook)
- Excellent Record Keeping Skills | Filing & Document Management
- Good interpersonal and communication skills.

- Communicate effectively both orally and in writing, including giving and receiving feedback.
- Ability to perform multiple tasks and meet deadlines in a timely manner.
- Ability to adapt to changing situations.
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS.
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records § 60-20-428 of the CNMI Public School System's Rules and Regulations.

CONDITIONAL REQUIREMENTS:

This position is considered "EXEMPT STATUS": Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT).*

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES
4. TRAFFIC CLEARANCE
5. NATIONAL BACKGROUND CHECKS
6. National Federal Bureau of Investigation criminal history checks with fingerprints
7. National Sex Offender Registry (SORNA) Check.
8. In-state (CNMI) Background Checks
9. In-state Criminal History Check with fingerprint.
10. In-state Sex Offender Registry Check
11. In-state Child Abuse and Neglect Registry Check.
12. Inter-state (out of the CNMI) Background Check
13. Inter-state Criminal History Check.
14. Inter-state Sex Offender Registry Check.
15. Inter-state Child Abuse and Neglect Registry Check.

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3031.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan