



Office of the Public Auditor

Commonwealth of the Northern Mariana Islands

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EXAMINATION ANNOUNCEMENT NO.: OPA-21-002

OPENING DATE: March 19, 2021

CLOSING DATE: April 9, 2021

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system shall be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, handicap or place of origin.

POSITION AND SALARY: Auditor I

**PL-UNGRADED
\$35,000 - \$43,000 P/A**

The salary given will be determined by the qualifications of the applicant and limited to the amount currently appropriated for the position.

LOCATION: Office of the Public Auditor (OPA), Capitol Hill, Saipan

DUTIES:

Assists in conducting audits of CNMI government agencies, private entities dealing with the government, etc. Conducts audit surveys and assists in preparation of audit programs. Assists in developing audit findings and audit recommendations. Assists in writing audit reports and prepares supporting schedules and exhibits. Compiles audit work paper files and other audit related files, and performs indexing, referencing, and labeling files in accordance with audit standards and OPA operating manual. Assists in preparing studies and analyses, being requested from OPA by legislators, and other government officials. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree from a US accredited college or university. Preference would be given to candidates with knowledge and/or experience in audit or accounting functions.

A successful candidate must (1) under supervision, be capable of conducting financial, compliance, and performance audits, and have strong analytical and critical thinking skills; (2) have general understanding of financial management systems; (3) have general understanding on government operations (accounting, budgeting, and auditing); (4) have excellent oral and written communication skills; and (5) have the ability to use Microsoft office suite (Word, Excel, and Powerpoint).

Please submit a cover letter, completed application for employment, resume, copy of degree or official transcript, police clearance, proof of citizenship (copy of passport/birth certificate), and copy of driver's license. All documents must be attached to the application.

CONDITIONAL REQUIREMENTS:

This position is "**EXEMPT**"; is not eligible to receive overtime payment for overtime hours performed pursuant to NMIAC § 10-20.2-340 (a) of the Personnel Service Rules and Regulations (Part IV.B16), NMIAC § 120-10-115 (d) of the Excepted Service Personnel Regulations, (Part 1.7C), NMIAC § 130-20-210 (d) of the OPA Personnel Regulations, and the Fair Labor Standards Act.

NOTE: Education and training claimed under item 19(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma, or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of the Public Auditor
1236 Yap Drive, Capitol Hill
P.O. Box 501399, Saipan MP 96950
Email: mail@opacnmi.com

The Application for Employment is available for download at www.opacnmi.com. A hard copy is available at the Office of the Public Auditor.