



Commonwealth Healthcare Corporation
Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-096

POSITION:	Accounting Technician	OPENING DATE:	<u>07/07/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>07/18/2025</u>
SALARY:	\$19,866.08 - \$24,148.80 P/A		
PAY LEVEL:	02/01 – 02/05		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Health Network Program, Commonwealth Health Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the direction of the Health Network Program (HNP), Administrative Manager, the Accounting Technician is responsible for timely entries into the financial system. As well as working closely with the Logistics and Clinical Coordination team of the HNP to address inquiries, status of subsistence, and other logistics and accounting follow ups.

DUTIES:

- Settling the company records of accounting by determining the exact amounts payable as well as those pending for cash receiving/subsistence allowance and replenishment.
- Preparation of logistics account reports and properly forwarding them to management.
- Verify accuracy of billing data and revise any errors.
- Resolve discrepancies in accounting records.
- Extrapolate data from emails for revisions on subsistence transmittal.
- Extrapolate data from Pay Sign transmittal for card sign.
- Communicate with all Health Network Program (HNP) offices for verification of arrival date, projected departure date.
- Input vendor data and calculate the allotted amount for the current week.
- Formulate an Excel sheet for current/active patients in Guam for processing subsistence allowances.
- File all local vendor invoices and receipts.
- Analysis of vendors and report any discrepancies.
- Communicate with patients and escorts if Pay Sign cards are all activated, and their pins are set for Automated Teller Machine (ATM/Debt) use.
- Print out vendor invoices and extrapolate information for voucher creation.
- Get the voucher approved and signed for entry.
- Review transmittal for vendor payments printed and submitted by HNP satellite offices.
- Prepare the patient-escort subsistence distribution list for the next week.
- Post stop-payment notices to prevent payment of protested checks or payments for subsistence.
- Verify signatures and required information on documents.
- Keep records of invoices and support documents.
- Contact patients to obtain or relay account information.
- Route statements for mailing or over-the-counter delivery to customers.
- Review documents, such as invoices, claims, or hospital records, to compute fees or charges due.
- Return checks to customers or retrieve checks returned to customers in error, adjusting accounts and answering inquiries about errors as necessary.
- Perform general administrative tasks, such as answering telephones, scheduling appointments, and ordering supplies or equipment.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

- Maintains strictest confidentiality; adheres to all Health Insurance and Accountability Act (HIPAA) guidelines/regulations.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Graduation from High School, General Education Development (GED) or Advanced Development Institute (ADI) and Adult Basic Education (ABE).

Experience: Plus two (2) years of experience in accounting related duties.

Other: Detail-oriented and deadline-driven. Medical terminology or successful completion of medical terminology required within 6 months of hire and demonstrated knowledge of various accounting rules preferred.

KNOWLEDGE/ SKILL/ ABILITIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Accountancy and financial knowledge, skills that help manage and/or administer business functions and issues.
- Knowledge of accounting terms and techniques and ability to understand or develop unique methodologies for specific work conditions.
- Practical knowledge of payment and record-keeping, maintenance of the books of accounts.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. See more occupations related to this ability.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Full-Time employment status and requires at least 40 hours per week. This position is “**Non-Exempt**” or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
Commonwealth Healthcare Corporation
1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

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Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*