Commonwealth Healthcare Corporation

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

HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 27-013

POSITION:	**Accounting Specialist**	OPENING DATE:	**10/28/2026**
NO. OF VACANCIES:	**1**	CLOSING DATE:	**11/12/2026**
SALARY:	**$30,823.52 - $37,467.04 P/A**		
PAY LEVEL:	**05/01 – 05/05** *The salary given will be determined by the qualifications of the appointee.*		
LOCATION:	General Accounting Department, Commonwealth Health Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

This position is under the direct supervision of the Accounting Supervisor (Federal) and the general supervision of the Comptroller. The Accounting Specialist performs advanced technical accounting support functions requiring independent judgment, detailed knowledge of accounting procedures, and strict adherence to internal controls and regulatory requirements. This position independently manages complex transactional accounting activities, reconciliations, and financial documentation but does not perform professional-level accounting analysis, financial forecasting, budgeting, or policy development functions assigned to Accountant or Financial Analyst classifications.

DUTIES:

Accounting Operations & Transactions

- Independently processes complex accounting transactions within assigned functional areas such as accounts payable, accounts receivable, payroll accounting support, grants support, fixed assets, or revenue tracking.
- Reviews, validates, and posts accounting transactions in the general ledger or subsidiary systems in accordance with established accounting standards and organizational policies.
- Maintains and reconciles assigned balance sheet and income statement accounts.
- Prepares standard journal entries based on established procedures and supporting documentation; entries are subject to review and approval.

Reconciliations & Financial Controls

- Performs monthly and periodic reconciliations of assigned accounts, including bank accounts, clearing accounts, interdepartmental accounts, and control accounts.
- Investigates discrepancies, identifies root causes, and prepares correcting entries or documentation.
- Ensures compliance with internal controls, audit requirements, and applicable accounting standards.
- Prepares audit schedules and responds to audit requests within assigned areas.

Reporting & Documentation

- Prepares routine and recurring financial reports, schedules, and summaries for management and external stakeholders.
- Maintains accurate accounting records, supporting documentation, and audit trails.
- Assists with month-end and year-end close activities by compiling financial data and resolving variances.

Coordination & Technical Support

- Serves as a technical accounting resource to Accounting Clerks and Technicians.
- Coordinates with Payroll office, Human Resources office, Grants, Procurement, and other departments to resolve accounting issues.

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.

- Provides guidance on proper coding, documentation, and transaction processing.

Systems & Process Improvement
- Assists with accounting system implementations, upgrades, and testing.
- Develops and maintains accounting procedures, desk manuals, and internal reference guides.
- Identifies process improvements to enhance accuracy, efficiency, and compliance.

Non-Essential / Additional Duties
- Assists with special accounting projects within defined parameters.
- Provides backup support for other accounting functions as assigned.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education: Any combination equivalent to graduation from an accredited college or university with an Associate's degree in accounting and/or business administration or closely related degree.

Experience: Three (3) years of progressively responsible accounting experience involving reconciliations, journal entries, and financial reporting support for healthcare.

Licenses/Certifications: Accounting Technician certificate or similar professional credential.

KNOWLEDGE/SKILL/ABILITIES:

- Generally Accepted Accounting Principles (GAAP) as applied to transactional accounting.
- Accounting systems, general ledger structures, and internal control frameworks.
- Public sector or healthcare accounting practices (preferred).
- Advanced reconciliation and account analysis skills (transactional, not analytical forecasting).
- Strong spreadsheet and accounting system proficiency.
- High attention to detail and documentation accuracy.
- Effective written and verbal communication.
- Interpret and apply accounting policies, procedures, and regulatory requirements.
- Independently resolve accounting discrepancies within established guidelines.
- Maintain confidentiality and professional judgment.
- Meet strict deadlines with minimal supervision.

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) 234-8951ext. 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.*

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