



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



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-095

POSITION:	Accounting Specialist	OPENING DATE:	<u>07/31/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>08/13/2026</u>
SALARY:	\$30,823.52 P/A		
PAY LEVEL:	05/01		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Health Network Program, Commonwealth Health Center, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the direction of the Administrative Manager, the Accounting Specialist performs professional accounting and financial support functions to ensure the timely, accurate, and complete processing of financial transactions and entries into the organization's financial management system. The incumbent is responsible for maintaining accounting records, processing accounts payable and receivable, preparing journal entries, reconciling accounts, assisting with financial reporting, and ensuring compliance with applicable accounting standards, organizational policies, and government regulations.

The Accounting Specialist works closely with the Logistics and Clinical Coordination teams of the Health Network Program (HNP) to address inquiries related to patient travel, subsistence, reimbursements, and other logistical and financial matters. The position also coordinates accounting follow-ups, processes Medicaid claims and related reimbursement activities, maintains accurate financial documentation, and provides support for audits, budget monitoring, and other financial operations while ensuring the highest standards of accuracy, confidentiality, and customer service.

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.
- Prepare logistics accounting reports and submit them to management in a timely manner.
- Verify accuracy of billing data and revise any errors.
- Resolve discrepancies in accounting records.
- Extract data from emails for revisions on subsistence transmittal.
- Extract data from Pay Sign transmittal for card sign.
- Communicate with all Health Network Program (HNP) offices for verification of arrival date, projected departure date.
- Enter vendor information into the financial system and calculate weekly subsistence and vendor payment allocations.
- Prepare and maintain Excel spreadsheets for current/active patients in Guam, Hawaii, and CONUS for processing subsistence allowances.
- File all local vendor invoices and receipts.
- Analyze vendor accounts and report discrepancies to management for resolution.
- Communicate with patients and escorts regarding Pay Sign card activation, PIN setup, and usage for ATM and debit transactions.
- Print vendor invoices and extract information necessary for voucher preparation.
- Prepare vouchers and obtain the required approvals prior to entry into the financial system.
- Review vendor payment transmittals submitted by HNP satellite offices for completeness and accuracy.
- 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.

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.

- Maintain organized accounting records, invoices, and supporting documentation.
- Contact patients and escorts to obtain, verify, or provide financial and account-related 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.
- Process Medicaid claims by reviewing patient documentation and supporting records for accuracy and completeness; preparing, submitting, tracking, and reconciling claims for reimbursement; researching and resolving denied, rejected, or pending claims; coordinating with clinical staff, finance personnel, and external agencies to obtain required documentation; maintaining accurate claim and reimbursement records; preparing reimbursement and claims status reports for management; and ensuring compliance with all applicable federal, state, organizational, and Medicaid billing regulations, policies, and audit requirements.
- Perform general administrative tasks, such as answering telephones, scheduling appointments, and ordering supplies or equipment.
- Maintains strictest confidentiality; adheres to all Health Insurance and Accountability Act (HIPAA) guidelines/regulations.
- 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.

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

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

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.