



Office of the Public Auditor

Commonwealth of the Northern Mariana Islands

Website: <http://opacnmi.com>

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EXAMINATION ANNOUNCEMENT NO.: OPA-24-002

OPENING DATE: June 21, 2024

CLOSING DATE: July 5, 2024

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, disability, or place of origin.

POSITION AND SALARY: Audit Manager

**PL-UNGRADED
\$65,000-\$80,000 P/A**

The salary given will be determined by the qualifications of the applicant.

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

DUTIES:

Oversees and leads a team of audit staff to conduct financial, performance and other compliance audits of government agencies, private entities dealing with the government, and other entities as required. Leads in the development of audit findings and audit recommendations. Administers the preparation of audit reports and reviews all working papers, and other supporting schedules and exhibits. Ensures the compilation of audit work paper files and other audit related files, indexing, referencing and labeling of files are in accordance with adopted auditing standards and relevant OPA Audit and Manual Guides. Prepare executive summaries for management reviews, evaluates, and makes recommendations on accounting systems, operating systems, policies and procedures of audit entities. Be able to present to key management and government officials on audit results. Mentors and coaches the audit team for growth and development This position will report to the Public Auditor and perform other managerial and supervisory duties relevant to the job function and duties, including acting as the Public Auditor delegate as deemed appropriate.

QUALIFICATION REQUIREMENTS:

Bachelor's Degree or higher from a US accredited college or university with a minimum of 8 years management experience in the audit or accounting function. Accounting, Finance or Business Management degree is preferred. Financial accounting experience with US Generally Accepted Accounting Principles is required. Government accounting and auditing experience is desirable. Certified Public Accountant (CPA) is required.

Please submit a cover letter, completed application for employment, resume, copy of degree/ official transcript, copy of valid CPA certificate/license, criminal/police clearance, proof of citizenship (copy of valid passport/birth certificate), and copy of valid 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.

Also, pursuant to 1 CMC §2305, OPA employees may not actively engage in any other business, profession, or governmental office.

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 MAY SEND THEIR CURRENT APPLICATION FORMS BY MAIL, EMAIL OR HAND DELIVERY TO:

Office of the Public Auditor
Building 1220, Route 312, 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 and available for pickup at the Office of the Public Auditor.