



# Commonwealth Utilities Corporation



## Job Vacancy Announcement

**(REVISED)**

**JVA No. 23-070**

**Opening Date: April 21, 2023**

**Closing Date: UNTIL FILLED**

<b>POSITION TITLE:</b>	<b>Chief Financial Officer</b>
<b>DEPARTMENT:</b>	<b>Executive Directors Office</b>
<b>LOCATION:</b>	<b>Saipan, Northern Mariana Islands, USA</b>
<b>ANNUAL SALARY:</b>	<b>Commensurate with Education and Experience</b>
<b>CONTRACT:</b>	<b>Two Year Contract, subject to renewal</b>
<b>POSITION(S):</b>	<b>One (1)</b>

Reporting directly to CUC's Executive Director ("ED") or designee, the Chief Financial Officer ("CFO") works directly with the Deputy Executive Director ("DED"). The CFO fills a position required by the Stipulated Order ("SO") of the United States of America vs. the Commonwealth Utilities Corporation and the Commonwealth of the Northern Mariana Islands, filed in the U.S. District Court for the Northern Mariana Islands, Civil Case No. CV 08-0051. The Corporation is seeking a dynamic, experienced professional with strong collaborative leadership skills and demonstrated expertise in all areas of municipal and utility finance.

### Duties:

- Responsible for the overall accounting, budgeting, and financial operations of CUC.
- Supervises financial professionals and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staffs are trained; and, making hiring, termination, and disciplinary recommendations.
- Maintains the financial and budget records and accounts for monthly and annual reporting of CUC.
- Performs financial, budget and rate analyses of operations and revenues; makes recommendations for adjustments to rates.
- Develops, implements and enforces financial and budget policies and procedures.
- Directing preparation, analysis, implementation, and monitoring of the utilities' financial reporting and budget process.
- Prepares complex financial and budget reports and special reports as requested by the Board and ED supervising and interpreting study results, including cost of service studies.
- Schedules and coordinates annual audits with independent contractors.
- Prepares monthly and an annual financial report of the financial condition of CUC.
- Plans, implements and monitors short and long-term goals for the department and CUC.
- Debt management, issuance and administration.
- Prepares audit responses and ensure that appropriate corrective actions are executed;
- Review accuracy of billing adjustments to individual accounts from billing staff and receivable accounts.
- Conduct annual performance evaluation of accounting staff.
- Other duties of a similar nature or level as assigned or required.

**Minimum Requirements:** Bachelor's degree in accounting, economics, financial management, public or business administration from a United States accredited institution or one with equivalent accreditation. Ten (10) years of professional experience in governmental or financial accounting, including experience in a supervisory and/or management position.

**Knowledge of:** Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Thorough knowledge of Generally Accepted Accounting Principles, as well as Financial Accounting Standards Board and Government Accounting Standards Board pronouncements and interpretations, auditing principles, and utility rate structures and rate setting principles and methods; Working knowledge of automated financial systems and programs to manage all aspects of reporting, personnel management and training; General knowledge of utility operations, debt collection practices, and limitations. Supervisory principles; Managerial and leadership principles; Generally Accepted Accounting Principles or other applicable laws, rules and regulations; Budgetary principles; Financial principles; Mathematical principles.

**Skills in:** Interpreting and applying applicable laws, codes, regulations and standards; Managing, monitoring, and evaluating subordinates; Providing organizational leadership and administration; Developing and executing strategic plans, programs, and policies; Planning and oversight of organizational programs and functions; Providing strategic and visionary thinking; Providing short and long-range planning, development and implementation; Forecasting, developing and administering organization budget; Critical thinking and independent decision making; Providing legal, policy and contractual compliance oversight; Serving as organization representative to management, the Board and external stakeholders; Preparing and delivering public presentations; Providing fiscally sound decision making; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

**P. O. Box 501220, Third Floor, Joeten Dandan Building, Saipan, MP 96950**

**Tel: (670) 664-4282 • Fax: (670) 235-5131**

**CUC is an Equal Opportunity Provider and Employer.**

Licensing:

- Valid CNMI Driver's License or one from a U.S. jurisdiction with appropriate class.
- A Certified Public Accountant or Certified Management Accountant is highly desired.

All applicants may be tested and all applicants are subject to pre-employment drug test.

Relocation Expenses: If hired from outside the CNMI, relocation expenses are negotiable; but they are not to exceed \$10,000.00 for moving to Saipan and not to exceed \$10,000.00 for moving away from Saipan. Receipts will be required for justification. Other conditions may be applicable.

How to Apply: To apply, please submit a resume, cover letter, a list of references, and a CUC Employment Application by one of the following means:

1. United States Postal Service, First Class Mail or Priority Mail\*:

Human Resource Office

Commonwealth Utilities Corporation

P. O. Box 501220

Saipan, MP 96950-1220 USA

\*If you choose to submit via USPS, please still also fax "or" email "or" drop off your package.

2. Fax:

670-235-5131

3. Drop Off:

You may submit your CUC Employment Application and/or resume at the Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday, 7:30 am – 4:30 pm (except legal holidays). Applicants on the island of Tinian and Rota can drop it off at the Tinian and Rota Administration office. Application, resume and supporting documents can also be e-mailed to: [employment.applications@cucgov.org](mailto:employment.applications@cucgov.org)