

# Employment Opportunity

The Marianas Public Land Trust (MPLT), an Equal Opportunity Employer, is looking for aspiring individual to fill the following full-time position:

## **FINANCIAL OFFICER**

**Closing Date: August 31, 2022 @ 4:00 p.m.**

A detailed description of the position is available at the MPLT Office located at 1222 Capital Hill Road, Capital Hill Saipan or on the website at [www.mplt.gov.mp](http://www.mplt.gov.mp).

Interested applicants are invited to submit their resume and a cover letter to:

MPLT Trustees  
1222 Capital Hill Road  
P.O. Box 501089  
Saipan, MP 96950

**FINANCIAL OFFICER**  
**POSITION VANCANY**

***Summary:***

The Financial Officer serves at the pleasure of the Trustees under the general direction of the Chairperson and/or Trustees. Fiscal management duties involving a high degree of accuracy, confidentiality, analytical skills and independent judgement.

The Financial Officer is responsible to perform all functions as required by the Trustees. And, is the custodian of and responsible for safekeeping and maintaining of all accounting/financial records, custody reports/statements of the Trust, for both the General Fund (GF) and the American Memorial Park Fund (PF). Assist the Trustees in the development and implementation of strategies and plans for MPLT's long-term financial objectives, produce financial reports/statements, and make recommendations in directing investment activities. The Financial Officer is responsible for the month-end and fiscal year end closings of accounts

***Essential Duties and Responsibilities***

- Prepare timely monthly financial reports/statements, highlights performance of the investment returns for both the GF and PF, manages day to day financial information, as well as undertaking general administrative task under the administrator. Responsible for the preparation of cashflow forecasts and annual budgets. Responsible for all fiscal management.
- Maintains internal controls and compliance, prepares and recommends accounting policies and procedures.
- Responsible to ensure all MPLT's financial records and recordkeeping methods are in compliance with applicable accounting standards and regulations

Oversees service providers' performance for compliance with contract agreements and make recommendations for improvement when necessary.

- Periodically review MPLT's financial position and monitor expenses to within approved budget and identify areas to reduce expenses.
- Analyze market trends and identify opportunities for growth and/or increase of revenues.
- Monitor MPLT's investment performance and make investment strategies recommendations to the Trustees.

- Responsible for the preparation and the coordination of the annual audit, including providing auditing firm the required financial documents and/or reports. Responsible for the preparation of the annual Management Discussion and Analysis (MD&A).
- Responsible to comply to the Office of the Public Auditor (OPA) requirements for statutory and regulatory compliance audits.
- Prepares the MPLT Annual Report and the Citizen's Centric Reports.
- Prepare memorandums, analysis and recommendations relating to investment performance.
- Maintains accounting systems and controls which verify the integrity of all systems, processes and data.
- Participates in proposal review, evaluation and selection processes for investment consultant, money managers and/or other services providers, and makes recommendations for consideration and/or approval.
- Other duties as assigned/requested by the Trustees.

***Minimum Qualifications:***

A Bachelor's Degree in Finance or Accounting from an accredited U.S. College or University, or 5 years work experience in accounting or finance in accordance with GAAP.

Excellent communication skills and ability to work as a team.

***Experience:***

A minimum of 5 years experience in accounting or finance.  
Experience in investment management helpful.

***Salary:***

Commensurate with experience