

FINANCIAL OFFICER

Job Description

It is the policy of the Marianas Public Land Trust, Commonwealth of the Northern Mariana Islands that the MPLT shall apply and administer the hiring of staff according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

POSITION/TITLE: Finance Officer

ANNOUNCEMENT NO: MPLT-2023-0 01

OPENING DATE: August 29, 2023 **CLOSING DATE:** October 13, 2023

SALARY: \$45,000 to \$125,000 per annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (Including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: Marianas Public Land Trust, Saipan

SUMMARY:

The Financial Officer works under the general direction of the Administrator. The fiscal management duties of this position involve a high degree of accuracy, confidentiality, analytical skills and independent judgement.

The Financial Officer is responsible to perform all functions as required by the Administrator. 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 and Administrator 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, highlight performance of the investment returns for both the GF and PF, manage 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 makes 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 the auditing firm with the required financial documents and/or reports. Responsible for the preparation of the annual Management Discussion and Analysis (MD&A).
- Responsible for compliance with 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.

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORK WEEK:

The Marianas Public Land Trust (MPLT) operates on a 40-hour work week. Actual working hours will be determined on the basis of operational efficiency

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

JOB REQUIREMENTS:

This position may require the applicant to perform some travel, evening and weekend works.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

Bachelor's degree in finance and/or Accounting with 4 years of work-related experience required. Certified Public Account (CPA) or Master's Degree in Finance and/or Accounting from a U.S. accredited college or university, with 10-years' experience in corporate accounting preferred.

The following documents are required to be submitted to be considered for this position:

1. Cover Letter of Interest
2. Resume
3. Copy of diploma/degree
4. Official transcript from the US Accredited Institution
5. Certificate (Certified Public Accountant)
6. Police and Traffic Clearance from the most recent place of residence within the past 6 months
7. Other documents may be considered by MPLT and must be submitted upon request.