



Northern Marianas College
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VACANCY ANNOUNCEMENT

Announcement No. 19-023

Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC). With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently working part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

Northern Marianas College (NMC) is committed to ensuring that all persons have equal access to its programs, opportunities, and information resources, including those on its institutional website in accordance to the requirements of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

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| POSITION TITLE: | Chief Financial Officer |
| Department: | Financial Services |
| Pay Level & Step: | X-02/01-06 |
| Annual Salary: | \$60,000 - \$71,261.18 |
| Location: | As Terlaje Campus, Saipan |

Opening Date: November 19, 2019 Closing Date: December 02, 2019 or Until Filled

Subject to availability of funds

Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

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Revised 02/02/2018

Nature of the Position:

The Chief Financial Officer (CFO) is the primary financial manager of the institution and shares responsibility with the President and other College administrators for the management and safeguarding of the College's assets. Working in a multi-cultural environment, the CFO directs the operations of the Finance Office, Budget Office, Procurement Office, and the NMC Bookstore. CFO reports directly to the Vice President of Administration & Advancement.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities
- Provides high-quality student and internal and external customer service and provides leadership to the Division of Financial Services for PROA and accreditation activities.
- Directs and coordinates NMC's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Oversees the financial position of NMC, monitors cash flow and financial instruments, monitors the extension of credit, assesses the risk of transactions, and performs analyses and makes recommendations for investments.
- Develops, implements, and monitors internal controls to safeguard college assets.
- Oversees timely preparation of annual budget and other financial reports for approval and as required in order to a) ensure compliance with Federal and local statutes and regulations, and board policies; and, b) ensure continuity of operations.
- Reviews budgetary and other financial data to assess the present and future condition of the College and presents such information to the President and other constituencies as directed.
- Prepares periodic financial statements for review and presentation by the President and other constituencies as directed.
- Coordinates the annual financial audit including the preparation of the Management Discussion and Analysis and presents such to the President and the College Board of Regents and other internal and external parties. Prepares and implements the College action plan to address any issues identified in the audits.
- Assists in developing and implementing Policies and Procedures for Finance, Budget, Procurement and NMC Bookstore. Examples of such policies shall include but not be limited to: budgeting, performance evaluation, cost management, and asset management; payroll, accounts receivable, accounts payable, reconciliation, fund certification, general ledger, and federal grants.
- Plans, organizes, and directs the operations of the Finance, Budget, Procurement, and NMC Bookstore. Examples of such plans and activities are inclusive of but not limited to: Procurement, receiving, inventory, and property management;
- Ensures compliance with Federal and local statutes and regulations, board policies, and directives for Finance, Budget, Procurement and NMC Bookstore.
- Works closely with the President to coordinate with the NMC Foundation to ensure responsible and timely reporting and management of investments, endowment fund assets and other accounts.
- Manages, trains, and evaluates performances of assigned staff.
- Participates in and/or conducts various meetings/committees including serving as the Chair of the Budget & Finance Committee.
- Negotiates or approves contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities. An example of such is the preparation and negotiation of the indirect cost rate agreement by and between NMC with the US Department of Health and Human Services.
- Provides effective phone etiquette and customer service skills.
- Perform other duties as assigned.

Minimum Qualifications:

A Masters degree from a U.S. Department of Education recognized accredited institution in Business Administration, Accounting or related field plus two (2) years of increasingly responsible supervisory and management experience and two (2) years of experience working with audits in accordance with OMB Circular A-133.

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Or

Bachelor's degree from a U.S. Department of Education recognized accredited institution in Business Administration, Accounting, or related field, plus three (3) years of increasingly responsible supervisory and management experience and three (3) years of experience working with audits in accordance with OMB Circular A-133.

Must be able to work independently and effectively while handling multiple tasks. Must also be able to work in an environment with diverse academic, socioeconomic, cultural and ethnic backgrounds. Must possess analyses accessible to a variety of audiences.

Preferred Qualifications:

Experience related to higher education administration. Certified Public Accountant.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution.

All candidates must have a demonstrable ability to work with various College stakeholders in a respectable and collegial manner.

Knowledge, Skills, and Abilities

- Must have experience in Program Review and Outcomes Assessment.
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Word, Excel, and PowerPoint software applications.
- Able to communicate effectively with students, staff, faculty, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Evidence of commitment to collaboration and transparency; and
- Evidence of effective collaboration with external stakeholders.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the College.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 lbs.

Work Environment:

The Work Environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment may vary.

Conditional Requirements:

This position is classified as **Exempt** under the Fair Labor Standards Act (FLSA) and is "Not Covered": Is Not Eligible to receive overtime payment for each hour worked in excess of forty (40) within the given workweek.

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How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete employment application form, detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, and copies of all college transcripts (all official transcripts are required upon hire). Optional: Cover Letter. *****The Employment Application must be completely filled and all required documents must be submitted by the closing date. The Human Resources Office may NOT PROCESS and may REJECT any application deemed incomplete. Reference to “See Attached Resume” will not be accepted.**

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.

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