

NOTICE

JOB OPPORTUNITY

POSITION TITLE: CHIEF ACCOUNTANT

NUMBER OF OPENINGS: ONE (1)

THIS IS A HIGHLY RESPONSIBLE PROFESSIONAL FINANCIAL AND ACCOUNTING POSITION IN THE COMPANY'S FISCAL ACTIVITIES. THE INCUMBENT IS DIRECTLY RESPONSIBLE TO THE FINANCE DIRECTOR AND IS EXPECTED TO FUNCTION IN THE ABSENCE OF THE FINANCE DIRECTOR.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ACTS AS PRIMARY SUPPORT TO THE FINANCE DIRECTOR IN THE FINANCIAL ADMINISTRATION OF THE COMPANY'S POLICIES AND PROCEDURES.
- RESPONSIBLE FOR MAINTAINING IN FULL INTEGRITY OF THE COMPANY'S FINANCIAL STATEMENTS INCLUDING BUT NOT LIMITED TO BALANCE SHEETS, PROFIT AND LOSS STATEMENTS AND CASH FLOW STATEMENTS.
- MUST POSSESS A STRONG BACKGROUND IN GENERAL LEDGER PREPARATION AND ITS FINANCIAL ANALYSIS AND ACCOUNT RECONCILIATIONS ON A MONTHLY BASIS.
- MAKES PERIODIC REVIEWS OF BOTH REVENUES AND EXPENSES.
- WHEN NECESSARY, MAKES DIRECT CONTACT WITH OTHER GOVERNMENTAL AGENCIES AND COMPANY DEPARTMENTS.
- RESPONSIBLE FOR ALL CAPITAL ASSETS PROJECT. THIS IS A PRIMARY ASSIST DUTY.
- ASSIST THE FINANCE DIRECTOR IN THE ADMINISTRATION OF PERSONNEL AFFAIRS WITHIN THE FINANCE DEPARTMENT.
- RESPONSIBLE FOR COMPILING FISCAL ESTIMATES AND PREPARING SPECIAL FISCAL YEAR-END REPORTS AS MAY BE REQUIRED.
- RESPONSIBLE FOR COMPLIANCE WITH THE COMPANY'S ACCOUNTING PROCEDURES INCLUDING FOLLOW-UP AND TESTING TO ENSURE PROPER ADHERENCE THERETO.
- ESTABLISHES AND MAINTAINS A REGISTRY OF STANDARD AND SPECIAL COMPUTER PROGRAMS UTILIZED BY THE FINANCE DEPARTMENT, INCLUDING UTILITIES PROGRAMS.

- ESTABLISHES PROCEDURES THAT ENSURE FULL AND CURRENT ACCOUNT RECEIVABLE COLLECTIONS AND ACCURATE ACCOUNT PAYABLE PAYMENTS.
- PERFORMS OTHER DUTIES AS MAY BE DIRECTED BY THE FINANCE DIRECTOR.

REQUIREMENTS:

- Bachelor's degree in Business Administration (may be foreign equivalent).
- 60 months of experience as an Accountant or Chief Accountant

RATE PAY: \$25.13 / Hour

Interested applicants, please send resume to:

INTERPACIFIC RESORTS SAIPAN CORPORATION dba PACIFIC ISLANDS CLUB

Attn: Human Resources

P.O. Box 502370

Saipan, MP 96950

20 CFR §656.10(d)

This notice is being provided as a result of the filing of applications for permanent alien labor certification for the relevant job opportunity. Any person may provide documentary evidence bearing on the application to:

Certifying Officer
U.S. Department of Labor
Employment and Training Administration
Office of Foreign Labor Certification
200 Constitution Avenue NW
Room N-5311
Washington DC 20210