

Home	Applicants	Jobs and Careers	Employers	Divisions	
Resources and Publications		DOL Tinian	DOL Rota	Contact Us	Log Out

Employers

[Employers](#) > Job Vacancy Announcement Detail

For Employers:

[Update your Company Profile](#) | [JVA/JO Listing](#) | [Enter New JVA/JO](#) | [Review Posted Résumés](#)

Job Vacancy Announcement Detail (Responses and replies at the bottom)

Update JVA Status: Active Filled (inactive) Cancelled

Reason for Cancellation:

[FLSA](#) Covered? Yes, covered No, not covered

[FLSA](#) Coverage Verified? Verified

[\(Refresh this page to see updated verification status\)](#)

DBA:

Address: P.O. Box 500947
Saipan, Northern Mariana Islands
96950 United States

Phone Number: 670-287-0657

Other Number: 670-287-0657
Email Address: admin@mtosaipan.com
Contact Person: Jocelyn P. Doreza

JVA Type New

Visa Type CW

NOTICE: First Workweek Guarantee:

"H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (excluding passport fees)

EAD Type Not Indicated

Island Saipan

[DOD](#) related? No

PERM related? * No

[VEVRAA](#) related? No

Original Number of Openings: 2

Number of Openings Currently Available 2

Specific Worksite location: ROOM 206 MAC BUILDING CHALAN KIYA

Job Classification: Office and Administrative Support Occupations

Job Title: BOOKKEEPER

Announcement Number: 23-07-102922

Job Classification: Office and Administrative Support Occupations

Opening Date: 7/5/2023

Closing Date: 7/26/2023

Salary Range: \$11.21 to \$11.21 / Hourly

Job Title: BOOKKEEPER

Job Duties: Operate computers programmed with accounting software to record, store, and analyze information; check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes; comply with federal, state, and company policies, procedures, and regulations; operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents; receive, record, and bank cash, checks, and vouchers; and perform such other related tasks as may be assigned.

High School Diploma
Required? Yes

Qualification
Requirements:

MUST HAVE KNOWLEDGE AND POSSESS HANDS-ON EXPERIENCE ON THE USE OF ACCOUNTING SOFTWARE, SUCH AS QUICKBOOKS. KNOWLEDGEABLE WITH WORD AND EXCEL. PREPARE CNMI INDIVIDUAL & CORPORATE INCOME TAX, FEDERAL INDIVIDUAL & CORPORATE INCOME TAX RETURN AND VARIOUS U.S. STATES INDIVIDUAL & CORPORATE TAX RETURN. CAN WORK FLEXIBLE TIME, TIME INCLUDING NIGHTS, WEEKENDS AND HOLIDAY. MUST HAVE AT LEAST 12MONTHS WORKING EXPERIENCE AS BOOKKEEPER PRE-SCREENING TEST IS REQUIRED (LIKE TRADE TEST AND/OR EMPLOYMENT EXAM)

Full or Part Time: Full Time

Hours per Week: 35

Hours per Day: 7

Payment Frequency: Biweekly

Overtime Available: Yes

Overtime Rate: \$16.82- \$16.82

Rate x 1.5 per hour
Exempted: No

Specify All Payroll
Deductions: Payroll related taxes as required by law.

Required tools,
supplies and
Equipment to be
provided: We will provide without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned

Anticipated starting
date of employment: 10/15/2023

Anticipated closing
date of employment: 9/30/2024

Housing Provided: No

Food Provided: No

Transportation
required: Yes

If transportation is
required, daily
transportation to and
from the worksite(s)
will be provided to the
workers. Daily pick-up
place(s) will be at: Room 206 MAC Building Chalan Kiya

Fringe Benefits: Workers compensation is provided

Comments: The company guarantee three-fourth, Three-fourths is defined as an offer to workers full-time employment for a total number of work hours equal to at least three-fourths of the workdays of each 12-week period. Transportation and subsistence will be provided to worker while travelling from workers origin to the place of employment and the return transportation and subsistence at the conclusion of the job opportunity. MTO will assist worker in securing board, lodging or place to stay. On the job training is available. Applicant can send resume at admin@mtosaipan.com or drop resume at Room 206 MAC Bldg Chalan Kiya Saipan MP 96950 or Call 1(670)287-0657 between 8:30 am to 5:30 pm from Monday to Friday.

Self-Referral Hires:

[Add new self-referral hire](#)

There are no self-referral hires for this JVA

Responses:

There are no responses to this JVA at this time

Your Replies:

You have not yet posted any replies.