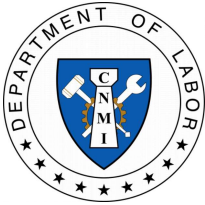


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25-04-25322478460 | Accountant

[MTO Maintenance \(Saipan\) Inc.](#) · [Full-time](#) · \$17.48 / hour · 1w ago



Auto Generated UID (For Official Use Only): 25-04-25322478460

Work Days Per Week: Monday, Tuesday, Wednesday, Thursday, Friday

Work Hours Per Week: 40

Estimated Work Hours Per Day: 8

Hourly Work Schedule Per Day:
Monday to Friday 8:00AM - 5:00PM

Are Hours Per Day Flexible?: N/A

Payment Frequency: Bi-Weekly

Estimated Annual Salary (If value is 0, employer did not provide): 0

Opening Date of Announcement: 04/28/2025

Closing Date of Announcement: 05/28/2025

Anticipated Start Date of Employment: 00/00/0000

Anticipated Closing Date of Employment: 00/00/0000

Number of Job Openings: 1

Job Location: Saipan

Job Location Address: Room 206 MAC Bldg Chalan Kiya

FLSA Covered?: Yes

DOD or VEVRAA Related?: No

Overtime Available?: Yes, overtime rate calculated at 1.5x per hour

Payroll Deductions: State Income Tax, Social Security (FICA), Medicare Tax

Job Qualification Requirements:

Minimum Qualifications: Bachelor's Degree Major in Accounting
Preferable with knowledge of CNMI Taxes and US Generally Accepted Accounting Principle, Must have knowledge and possess hands-on experience on the use of accounting software, such as Peachtree, Sage 50 and Quickbooks.

36 Months Accounting related experience required.

Additional Job Information: Benefits, Required Tools, Supplies, etc.:

Employer will provide the tools, supplies and equipment required to perform the duties assigned.

How to Apply: Submit a professional resume to:
MTO Maintenance (Saipan) Inc.
Office Address: Suite 206, MAC Building Chalan Kiya Saipan
Commonwealth of the Northern Marianas Islands
Mailing Address: P.O. Box 500947 Saipan MP 96950
Email Address: admin@mtosaipan.com
Website: mtosaipan.com

Job Description:

Prepare detailed report to the MTO Maintenance Saipan Inc. management regarding the finances of the company. Prepares and submits monthly financial statement to include monthly balance sheet, income statement (with notes to financial report), Cash Flow Statements, ratio and comparative analysis. Performs monthly bank reconciliation. Compute, classify, and record numerical data to keep financial records complete, Perform any combination of routine calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records. Prepare and analyze accounting records, financial statements, or other financial report to assess accuracy, completeness and in conformity to reporting and procedural US GAAP standards. Analyze business operations, trends, cost, revenue, financial commitments, and obligation to project future revenues and expenses. Compute the taxes owed and prepare tax returns. Ensuring compliance with payment, reporting or other requirements. Prepare and process payroll information. Analyze entries on the General Ledger and prepares adjusting/correcting entries if necessary, prepares payroll computation for employees based on the work hours generated from the time cards and prepares checks for payment of wages, prepares payroll reports, including but not limited to Employer's Federal Tax Return, Employer's Saipan tax Return, W-2 and W-3 at year-end. Maintain fixed assets record with schedules of depreciation or amortization. Prepare CNMI individual & corporate income tax, Federal individual & corporate income tax return and various U.S. states individual & corporate return. Complete and submit tax forms and returns, and other government documents. Prepare trial balances of books.