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25-07-03921838645 | BOOKKEEPER

[MTO Maintenance \(Saipan\) Inc.](#) · [Full-time](#) · \$12.28 / hour · 2min ago



Auto Generated UID (For Official Use Only): 25-07-03921838645

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

Work Hours Per Week: 35

Estimated Work Hours Per Day: 7

Hourly Work Schedule Per Day:

Monday to Friday 8:00AM - 5:00PM

Are Hours Per Day Flexible?: Yes, hours are flexible.

Payment Frequency: Bi-Weekly

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

Opening Date of Announcement: 07/03/2025

Closing Date of Announcement: 07/24/2025

Anticipated Start Date of Employment: 10/01/2025

Anticipated Closing Date of Employment: 09/30/2026

Number of Job Openings: 3

Job Location: Saipan

Job Location Address: ROOM 206 MAC BUILDING

FLSA Covered?: Yes

DOD or VEVRAA Related?: Yes

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

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

Job Qualification Requirements:

MUST HAVE ATLEAST 12 MONTHS OF EXPERIENCE AS BOOKKEEPER WITH CERTIFICATE OF EMPLOYMENT IS REQUIRED. HIGH SCHOOL DIPLOMA IS REQUIRED. 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 HOLIDAYS.

PRE-SCREENING TEST IS REQUIRED (LIKE TRADE TEST
AND/OR EMPLOYMENT EXAM)

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

- Basic Wage Rate : \$12.28 to \$12.28 per hour
- OT Wage Rate : \$18.42 to \$18.42 per hour
- Specify All Payroll Deductions: Payroll related taxes as required by law
- We will provide without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.
- 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.
- 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.
- This job opportunity is for a temporary, full-time position, commencing on October 01, 2025 to September 30, 2026. 8:00 AM - 5:00 PM Monday to Friday Flexible Hours.

MTO Maintenance (Saipan) Inc. is a job contractor with an agreement to provide staffing services to its client, U&A, LLC located in Chalan Kiya Saipan MP 96950. If hired, the employee will be employed by MTO Maintenance (Saipan) Inc. and assigned to work at the U&A, LLC, in accordance with the terms outlined in the job posting. The job contractor will not exercise direct, day-to-day supervision or control over the employees job performance, except for responsibilities related to hiring, payroll, and termination.

Job Description:

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.