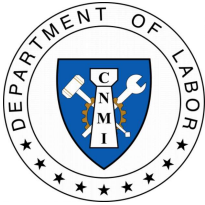


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26-05-15431327096 | BOOKKEEPER

[MTO Maintenance \(Saipan\) Inc.](#) · [Full-time](#) · \$12.33 / hour · 1w ago



Auto Generated UID (For Official Use Only): 26-05-15431327096

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:

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

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: 05/19/2026

Closing Date of Announcement: 06/09/2026

Anticipated Start Date of Employment: 10/01/2026

Anticipated Closing Date of Employment: 09/30/2027

Number of Job Openings: 2

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:

Must have at least 12 months experience as Bookkeeper. A certificate of employment as bookkeeper is required. Must have a high school diploma. Knowledge of generally accepted accounting principles and can prepare taxes such as federal and local tax and individual and corporate tax. Can work flexible time, time including nights, weekends and holidays. Prescreening test is required (like trade test and/or employment exam)

This job opportunity is for a temporary, full-time position, commencing on October 01, 2026 to September 30, 2027.

- Anticipated Hours per Day : 7

- Anticipated Hours per Week : 35

- Anticipated Hourly Work Schedule: 8:00 AM - 5:00 PM Monday to Friday Flexible Time

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

- Basic Wage Rate : \$12.33 to \$12.33 per hour
 - OT Wage Rate : \$18.50 to \$18.50 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.
- Job Contractor Information: 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.
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Job Description:

Perform variety of works which include analyze financial information and prepare income statement, cash flows, balance sheet, accounts receivable and payable. Prepare CNMI individual & Corporate income tax, federal individual & corporate income tax return and various U.S. States individual & corporate tax return and some related job.