



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
CIVIL SERVICE COMMISSION
OFFICE OF PERSONNEL MANAGEMENT
P.O. BOX 5153 CHRB, SAIPAN, MP 96950-5153
CSC TEL NO: (670) 233-1606 | FAX NO: (670) 233-4096
OPM TEL NO: (670) 234-6925 / 6958 / 8036 | FAX NO: (670) 234-1013
CSC website: <http://www.cnmicsc.net> | OPM website: <http://www.opm.cnmi.gov>



JOSEPH PATRICK FITIAL
Chairperson, CSC

JOSEPH M. PANGELINAN
Director of Personnel

RE-ANNOUNCEMENT (EA#26-029)

EXAMINATION ANNOUNCEMENT NO: 26-041

OPENING DATE: 08/11/26

CLOSING DATE: 08/25/26

This examination is for the purpose of developing an Open Competitive and Promotional Eligible list. It is the policy of the Commonwealth of the Northern Mariana Islands that the personnel system will be applied and administered according to the principle of equal opportunity for all citizens and nationals as defined by the Northern Marianas Commonwealth Constitution regardless of age, race, sex, religion, political affiliation or belief, marital status, disability or place of origin.

POSITION AND SALARY: Auditor I

PL 9/01 – 9/12

\$22,280.03 - \$38,106.41 P/A

The salary given will be determined by the qualification of the appointee.

LOCATION: Office of the Governor, SAIPAN
Commonwealth Medicaid Agency

DUTIES:

Conduct audit fieldwork by reviewing financial records, billing data, claims, and supporting documentation in accordance with audit programs and procedures. Assist with audits of expenditures, revenues, and account balances to assess accuracy, allowability, and compliance with applicable standards and regulations. Compile, analyze, and organize financial, billing, and operational data required for internal, external, and regulatory audits. Review and test transactions related to Medicaid, federal and state programs, grants, and Certified Public Expenditures (CPE), as applicable. Assist in planning and performing audit activities, including risk assessments, sampling, and testing under the direction of senior audit staff. Prepare audit work papers, schedules, summaries, and supporting documentation in accordance with audit standards. Identify variances, discrepancies, errors, and potential noncompliance issues and assist in researching and documenting findings. Assist in the evaluation of internal controls to determine adequacy, effectiveness, and compliance with policies and regulations. Support reviews of financial and operational processes to identify weaknesses, risks, and opportunities for improvement. Communicate audit questions and preliminary observations to senior auditors and supervisors. Assist in the preparation of audit findings, recommendations, and supporting documentation. Coordinate with internal staff, healthcare providers, and program personnel to obtain records and clarify audit issues. Monitor adherence to applicable audit standards, reporting requirements, and compliance obligations. Support follow-up activities related to audit findings and corrective actions. Ensure strict adherence to HIPAA, confidentiality, and data security policies when handling sensitive information. Perform other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Any combination equivalent to graduation from an accredited college or university with a BA Degree in Accounting; plus one (1) year of experience in auditing. Copy of Degree or Official Transcript and Criminal Record must be attached to the application.

CONDITIONAL REQUIREMENTS:

*This position is **"COVERED"**: Is eligible to receive overtime payment for overtime hours performed pursuant to Part IV.B16 of the Personnel Service System Rules and Regulation (PSSR&R) and the Fair Labor Standards Act (FLSA).

NOTE: Education and training claimed under item 24(A) through (H) of the Application for Employment must be substantiated by an official school transcript, diploma or certificate. FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN AUTOMATIC DISQUALIFICATION.

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Personnel Management
Springs Plaza, Gualo Rai
Saipan, MP 96950

Office of Personnel Management
Former Rota High School Bldg. Dist #4
Songsong Village, Rota, MP 96951

Office of Personnel Management
San Jose Village
Tinian, MP 96952