

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 | FAX NO. (670) 234-1013

CSC website: <http://www.cnmisc.net> | OPM website: <http://www.opm.cnmi.gov>



JOSEPH PATRICK FITIAL
Chairperson, CSC



JOSEPH M. PANGELINAN
Director of Personnel

EXAMINATION ANNOUNCEMENT NO: **26-052**

OPENING DATE: **10/01/26**

CLOSING DATE: **09/30/27**

"CONTINUOUS"

RE-ANNOUNCEMENT (EA#26-041)

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:

Conducts audit fieldwork by reviewing financial records, billing data, claims, and supporting documentation in accordance with audit programs and procedures. Assists with audits of expenditures, revenues, and account balances to assess accuracy, allowability, and compliance with applicable standards and regulations. Compiles, analyzes, and organizes financial, billing, and operational data required for internal, external, and regulatory audits. Reviews and tests transactions related to Medicaid, federal and state programs, grants, and Certified Public Expenditures (CPE), as applicable. Assists in planning and performing audit activities, including risk assessments, samplings, and testings under the direction of senior audit staff. Prepares audit work papers, schedules, summaries, and supporting documentations in accordance with audit standards. Identifies variances, discrepancies, errors, and potential noncompliance issues and assists in researching and documenting findings. Assists in the evaluation of internal controls to determine adequacy, effectiveness, and compliance with policies and regulations. Supports reviews of financial and operational processes to identify weaknesses, risks, and opportunities for improvement. Communicates audit questions and preliminary observations to senior auditors and supervisors. Assists in the preparation of audit findings, recommendations, and supporting documentations. Coordinates with internal staff, healthcare providers, and program personnel to obtain records and clarifies audit issues. Monitors adherence to applicable audit standards, reporting requirements, and compliance obligations. Supports follow-up activities related to audit findings and corrective actions. Ensures strict adherence to HIPAA, confidentiality, and data security policies when handling sensitive information. Performs 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