


# COMMONWEALTH ECONOMIC DEVELOPMENT AUTHORITY

## POSITION DESCRIPTION

	<b>EMPLOYEE NAME:</b>			
	<b>DEPARTMENT:</b>	Executive	<b>EMP. NO.:</b>	
	<b>TITLE OF POSITION:</b>	Comptroller	<b>CLASS CODE:</b>	n/a
	<b>CLASSIFICATION ACTION:</b>	recruitment		
	<b>PAY LEVEL / STEP</b>	Exempt	<b>STEP</b>	ungraded

### A. NATURE OF WORK & DUTIES AND RESPONSIBILITIES

The description must include an introductory statement and detailed information of the major duties:

This is an exempt position. The position is responsible for the accuracy of financial reporting and carries a high level of accountability. The position shall manage the accounting department and provide information primarily financial in nature to the Executive Director and the Board of Directors. The incumbent shall also perform other functions as the Executive Director and the Board of Directors may require.

### B. DUTIES AND RESPONSIBILITIES

- Oversees the activities of the accounting department for the accurate and timely dissemination of financial management reports including but not limited to, internal and external financial statements productions.
- Keeps the official books and accounts of the authority.
- Prepares an annual report on the financial condition of the authority for the board of directors.
- Prepares response to audit exceptions and recommend alternative solutions.
- Approves all accruals and journal entries for posting to the general ledger.
- Supervises and reviews the work of the accounting staff to assure that CEDA's financial records are properly maintained and recorded.
- Tracks all CEDA's investments and makes recommendations to increase income.
- Prepares and monitors in conjunction with Bond Trustee designated Trust Department Officer a schedule of investments within the guidelines established by the Trust Agreement and the CDA Act with scheduled maturity dates to provide the quantity of funds to meet the CNMI capital improvement projects local matching funds requirements. Said plan to be concurred by the executive director.
- Prepares financial statements and other documents as directed by the executive director and/or the chairman of the board during the development and underwriting of any bond issue.
- Maintains a profit and loss statement on all Bond issues and Trust Funds.
- Participates in a wide variety of special projects and compiles a variety of special reports as requested by the board of directors.
- Reviews all contracts including CIP and determines if fund certification is appropriate.
- Maintains financial records of all capital improvement projects funded by CEDA and/or those for which CEDA provided any local matching funds.
- Prepares and presents annual budget.
- Establishes and maintains systems and controls which verify the integrity of all systems, processes, and data.
- Attends all CEDA and DCD meetings.
- Provides training for the accounting employees.
- Performs other duties as assigned.

**C. TYPE OF SUPERVISION**

1	Identify the position of the immediate supervisor over this position:		
Official Title:	Executive Director	Pay Level & Step:	ungraded
2	Does this position have an assigned responsibility to supervise the work of other employees?		yes
If yes, list the positions:		Refer to organizational chart	

**E. NATURE OF DUTIES AND RESPONSIBILITIES**

1	What duty or duties do you consider the most important or difficult part of this position?
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**F. MINIMUM QUALIFICATION REQUIREMENTS/EDUCATION EXPERIENCE, ETC.:**

Note: List the minimum qualifications that you suggest as basic requirement(s) for the recruitment of an employee as if position were now vacant. Keep the position requirements in mind rather than the qualifications of any employee who may occupy it (subject to review/revision per established class specifications standard and guidelines).

1.	<b>EDUCATION</b>
Indicate highest grade completed:	Grade School:      Junior High:      High School:
<b>TECHNICAL SCHOOL:</b> specify number of years and kind of specialized training required	
<b>COLLEGE:</b> specify the type of Degree(s) required for undergraduate/graduate study and/or the number of full years of college required. Identify and list the major field(s) of study and all specialized or advanced courses required.	
Bachelor's Degree in accounting from a U.S. accredited college or university	
2.	<b>EXPERIENCE:</b> specify how many years and what kind of lower-level experience is required; if none, so state
Minimum of 5 years professional experience in governmental or financial accounting. U.S. Certified Public Accountant is preferred but not required.	
3.	<b>OTHER:</b> List any other equipment, machines, special skills license, registration, etc. required for this position which are not described in the position description
<ul style="list-style-type: none"> <li>• Knowledge of laws, regulations, policies, and services of the CEDA.</li> <li>• Ability to interpret laws, contracts, ordinances, and regulations.</li> <li>• Ability to make legislative presentations.</li> <li>• Knowledge of regulatory and other financial standards and requirements.</li> <li>• Knowledge of QuickBooks accounting software</li> <li>• Highly analytical.</li> </ul>	

- Ability to effectively communicate orally and in writing.
- Possesses strong management skills.
- Possesses good computer skills and is proficient in MS Office applications.
- Ability to establish and maintain cooperative working relationships with others.

Does this position require skilled operation and use of computer?

yes

**G. CERTIFICATION**

1	This is a complete and accurate description of the duties and responsibilities of my position.	
2	This is a complete and accurate description of the duties and responsibilities of the position.	<p><i>Signature of Employee &amp; Date</i></p> <p><i>MS</i></p> <p><b>Manuel A. Sablan, Executive Director</b></p> <p><i>Signature of Immediate Supervisor &amp; Date</i></p>
3	Certification by Chairperson, CEDA Board of Directors:	<p><i>Signature of Chairperson &amp; Date</i></p> <p><i>J. King</i> 10/06/23</p> <p><b>Joselyn T. King</b></p> <p><i>Signature &amp; Date</i></p>