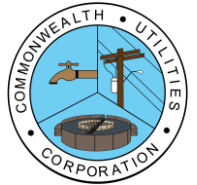




Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 27-002

Opening Date: Monday, October 5, 2026

Closing Date: Monday, October 19, 2026

POSITION TITLE:	Billing Technician I
DEPARTMENT:	CFO/Billing
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$25,730.00 per annum, Non-Exempt
CONTRACT:	Not Contracted
POSITION(S):	Two (2)

The incumbent will be under the overall supervision of the Chief Financial Officer or his/her designee.

The Billing Technician I will be responsible for updating and verifying customer accounts or work order information, entering and balancing payment data, and preparing timekeeping records. The incumbent may also work in the field.

Duties:

- Receives, reviews, and verifies vendor invoices and statements, service reports, time sheets, payroll information, and/or payable documentation; ensures completeness and accuracy of calculations and information.
- Determines general ledger account information or expense allocation information; processes accounts payable or payroll transactions; routes check payment or wire transfer information for approval; posts accounts upon arrival.
- Researches and reviews account, billing or system information; prepares reconciliations of financial data; updates and maintains account or employee data; calculates and prepares financial adjustments or account charge information.
- Assists internal and external customers with inquiries or account information; receives complaints; researches issues; provides information and explains processes and procedures; recommends resolution to issues.
- Retrieves files and maintains records, documents, and tracking spreadsheets; processes purchase orders; prepares reports, work orders and/or audit confirmations; compiles documents and drafts correspondence.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education & Experience: High School Diploma or General Education Diploma or Adult Basic Education (ABE) Program AS plus four (4) years of utility accounts or fiscal support experience.

Proficiency in the applications of Microsoft software – Word, Excel, PowerPoint, and Outlook.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations, and/or ordinances; Cash handling practices (based on assignment); Customer service principles; Basic mathematical principles; Recordkeeping principles; Safety principles and safe work practices; Applicable equipment used in field utility services (based on assignment); Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Receiving, posting and reconciling payments, cash receipts or account information; Verifying and updating account or utility meter information; Providing customer service and responding to inquiries; Coordinating services with other departments or resources; Inspecting and operating field equipment related to utility usage and testing (based on assignment); Performing basic mathematical calculations; Researching, reconciling and preparing account adjustments and related documentation; Preparing and maintaining files, forms, reports and records; Copying and scanning documents; Updating, maintaining and preparing reports and spreadsheet tracking documents; Researching account information and providing information regarding billing disputes; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

- **Licensing:**
 - Valid Driver's License with appropriate class.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org.