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26-07-03142069775 | Accounting and Operations Associate

Challenge Testing, Inc. • Full-time • $15.76 - $25 / hour • 1w ago

Auto Generated UID (For Official Use Only): 26-07-03142069775

Work Days Per Week: Monday, Tuesday, Wednesday, Thursday, Friday

Work Hours Per Week: 40

Estimated Work Hours Per Day: 8

Hourly Work Schedule Per Day:
Monday to Friday , 8:00 AM to 5:00 PM

Are Hours Per Day Flexible?: N/A

Payment Frequency: Bi-Weekly

Estimated Annual Salary (If value is 0, employer did not provide): 0

Opening Date of Announcement: 07/03/2026

Closing Date of Announcement: 07/24/2026

Anticipated Start Date of Employment: 10/01/2026

Anticipated Closing Date of Employment: 07/31/2027

Number of Job Openings: 1

Job Location: Saipan

Job Location Address: 1971 Picarro Ln , I Liyang Garapan

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:
ASSOCIATE DEGREE OR 2-YEAR POST-SECONDARY DIPLOMA IN ANY FIELD. (accounting, business, office administration, computer science, or related fields preferred)

Additional Job Information: Benefits, Required Tools, Supplies, etc.:
Challenge Testing, Inc. is looking to fill 1 Accounting and Operations Associate in Saipan, Commonwealth of the Northern MarianaIslands. Work will be performed at the1971 Picarro Ln , I Liyang , P.O. BOX 10001 PMB163 Garapan Saipan, Northern Mariana Islands.
This is a temporary, full-time need and we are looking to fill this job opening for employment from 10/01/2026 to 07/31/2027.
Terms & Conditions of Employment:

Workers will be paid no less than 15.76 per hour. Employer will apply any applicable overtime as needed and will be paid at a rate of 1.5 times base hourly rate.
Employer will use a single work week as its standard for computing wages.
Employer will offer 40 hours of work per week, depending on weather conditions. Monday through Friday. Work on weekends may be required.
Hourly work schedule is 8:00 a.m. to 5:00 p.m.
Special wage rate:
Work to be performed on DPRI-funded projects and projects covered by Davis Bacon, Service Contracts Act, and/or Executive Order 14206 will be paid no less than $15.76 per hour / $23.64 overtime wage rate in excess of 40 hours per work week but may be paid more where such special rates apply.
Transportation:
Employer will book and pay directly for travel to provide transportation from and returning to worker’s place of residence as well as provide travel subsistence at a minimum daily rate of $16.28 to a maximum of $68.00 per day with receipts.
Tools, Equipment & Supplies:
The employer will provide workers at no charge all tools, supplies, and equipment required to perform the job.
Three-Fourths Guarantee:
The employer guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.
The employer will make all payroll deductions from the worker's paycheck required by law and will not make any deductions which are not required by law.
Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees). Optional dormitory-style shared lodging, food, and daily transportation from barracks to worksite are available for workers for which there is no cost or paycheck deduction to the worker.
How to apply:
Applicants may send resume to saipan@challengetesting.com or may apply at www.jobs.labor.cnmi.gov or submit resume in person at Challenge Testing, Inc. Office , 1971 Picarro Ln, I Liyang, Beach Road, Garapan, Saipan MP 96950from 8:30 AM to 4:30 PM or call 670-783-1435 for an appointment and interview.

Job Description:

• Record, maintain, and track financial transactions

• Calculate, prepare, and issue invoices, bills, and account statements according to standard procedures.

• Handle, record, and deposit cash, checks, and other payment documents.

• Reconcile financial data and prepare basic accounting and project-related reports for management review.

• Prepare and process payroll information.

• Coordinate financial documentation with the company accountant to ensure accuracy and timeliness.

• Ensure compliance with CNMI federal, local, and company policies and regulations, including preparation and submission of tax forms, workers’ compensation documents, and other

government filings.

• Organize, track, and manage operational paperwork, office procedures, and project documentation.

• Maintain and organize filing systems for contracts, purchase orders, licenses, permits, and related records.

• Prepare and process business licenses, any related drilling permits, bonding, and required insurance, and track renewal dates.

• drafts project proposals, quotations, and progress reports using templates and instructions provided by management or supervisor

• Operate computers and accounting software, such as QuickBooks, to record, store, and analyze financial information.

• Communicate with vendors and subcontractors regarding billing, invoices, and payments.

• Assist with audits and compliance documentation under management guidance.

• Participate in meetings, seminars, and training sessions as assigned.

• Perform general clerical, administrative, and office support duties as assigned