

COMMONWEALTH PORTS AUTHORITY
Position Description

ACCOUNTS CLERK I

Code 119

Nature of Work

Responsible for performing specific accounting procedures and duties at Saipan airport or seaport including collection of port fees, preparation worksheets on transactions and related documents.

The employee in this class is responsible for performing specific accounting procedures and tasks on a daily basis related to regular port transactions and activities. This class is entry level and responsible for developing skills in preparation for more difficult assignment.

Examples of Duties (Illustrative)

1. Accepts payments of port fees and charges on a daily basis and issues cash receipts.
2. Ensures cash receipt documents are properly accomplished by following the correct sequence of the pre-numbered cash receipt forms.
3. Enters accurate computation of wharfage fees and amount collected on bills of lading.
4. Familiarizes with terminal tariff, formulas to convert data to revenue tons and various codes commonly used in bills of lading documents.
5. Analyzes the validity of shipping documents, e.g. bills of lading and compares with cargo manifests.
6. Follows CPA collection procedures.
7. Verifies and reconciles daily collections with cash receipt documents, bills of lading and summary reports on a regular basis.
8. Prepares daily collections reports and supporting details and submits to supervisor (s) for certification.
9. Advises supervisor (s) immediately on irregularities, missing funds or related receipts or shipping documents.
10. Maintains and files financial records and shipping documents systematically.
11. Assists in recording of seaport data or activities for statistics purposes.
12. Follows performance standards and written procedures as set forth by the supervisor(s) and maintains confidentiality on records or information as specifically instructed by supervisor(s).
13. Responds to urgent situations, i.e. urgent research of a specific record, filing, compilation of seaport data or activities, documents to be processed or to collect port fees and charges.
14. Applies techniques and procedures necessary for favorable results.
15. Performs other related duties as assigned.

Code 118 continuation

Minimum Requirements of Work

1. Knowledge of general practices of government accounting.
2. Knowledge of the preparation of summary of collection reports and related transaction documents.
3. Knowledge of CPA procedures and regulations.
4. General knowledge of computers.
5. Ability to use calculators, computer word processor applications and spreadsheets programs.
6. Ability to analyze data, detect errors and correct inconsistencies in accounting records.
7. Ability to establish and maintain a cooperative relationship with the public, supervisors, employees and other personnel.

Minimum Qualifications

Any combination equivalent to graduation from high school (or G.E.D.) with no less than one (1) year of responsible work experience in professional bookkeeping level or accounting work.

Shall have no record of felony or criminal conviction.

Pay Range

Pay Level: 2

Minimum: \$610.09 bi-weekly or \$7.63 per hour (PL 2/1)

Maximum: \$1,043.46 bi-weekly or \$13.04 per hour (PL 2/12)

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