



EMPLOYER: HORIZONS INC.

ADDRESS: Chalan Pale Arnold, Tanapag Village, P.O. Box 502399, Saipan, MP 96950

TELEPHONE NO.: (670) 323-8882

POSITION: BOOKKEEPER

Payment Frequency: Biweekly

Salary Range: \$11.43 to \$11.43/ Hour

Opening Date: 09/20/2024

Closing Date: 10/10/2024

FULL TIME: The job opportunity is a temporary, full-time position commencing on January 02, 2025 to January 01, 2026

NUMBER OF OPENINGS: 1

Specific Worksite Location: Chalan Pale Arnold, Tanapag Village, Saipan, Across Tanapag Middle School

Overtime Available: Yes

Overtime Rate: \$17.15 to 17.15/Hour

Specify all Payroll deduction: Deduction from pay are those allowed under applicable laws both Federal and State Taxes

JOB REQUIREMENTS:

Must be high school graduate or its equivalent with 24 months of prior work experience required. Must be knowledgeable in Peachtree Accounting Program, SAP and Microsoft Office applications and have background in handling book of accounts, preparation of trial balances and other related jobs. Must have knowledge and experience in computation of taxes owed, preparation of returns and reporting of other tax requirements in compliance with federal, state and company policies, rules and regulations

JOB DESCRIPTION:

Prepare trial balances of books. Compile statistics, financial accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable and profit and losses. Operate computers programmed with accounting software to record, store

and analyze information. Check figures, postings, and documents for correct entry, mathematical accuracy and proper codes. Perform financial calculations such as amount dues, interest charges, balances, discounts, equity and principal. Reconcile or note and report discrepancies found in records. Access computerized financial information to answer general questions as well as those related to specific accounts. Compare computer printouts to manually maintained journals to determine if they match. Transfer details from separate journals to general ledgers or data processing sheets. Code documents according to company procedures. Classify, record and summarizes numerical and financial data to compile and keep financial records, using journals, ledgers or computers Debit, credit ant total accounts on computer spreadsheets and database, using specialized accounting software. Operate 10-key calculators, typewriters and copy machines to perform calculations and procure documents. Comply with federal, state and company policies, procedures and regulations. Compute deductions for income and social security taxes. Compile budget data and documents, based on estimated revenues, and previous budgets. Complete and submit tax forms and returns, pensions and other government documents. Reconcile records of bank transactions. Monitor status of loans and accounts to ensure payments are up to date. Prepare and process payroll information. Perform general office duties such as filing, answering telephones, and handling routine correspondence. Perform other related duties as assigned by supervisor.

Additional Job Information: Benefits, Required Tools, Supplies, etc.:

Basic Wage Rate: \$11.43 to \$11.43 per hour

Overtime Wage Rate X 1.5 : \$17.15 to \$17.15 per hour

Anticipated Hours per Day : 7

Anticipated Hours per Week: 35

Frequency of Pay: Biweekly

Anticipated Days of Work Per Week: Monday to Friday

Anticipated Hourly Work Schedule: 9:00 AM - 5:00 PM

Specify All Payroll Deductions: Payroll related taxes as required by law

The job opportunity is a temporary, full-time position commencing on January 02, 2025 to January 01, 2026. Anticipated work hours will be from 9:00 AM to 5:00 PM, Monday to Friday, 7 hours per day and 35 hours per week. Overtime work hours will be available at 1.5 times the rate indicated on this job vacancy announcement. Applicants will be reasonably expected to reside in Saipan to perform the services or labor as advertised. The employer will make all deductions from the worker's paycheck as required by law only.

Three Fourths Guarantee: Employee will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any. **Transportation and Subsistence:** If the employee completes 50 percent of the work contract period, the employer will provide, reimburse, or advance payment for the worker's transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved.

Daily transportation from the worker's residence to the workplace is not provided. Worker's will be provided without charge or deposit charge, of all tools, supplies and equipment required to perform duties assigned. On-the-job-training, board, lodging and other facilities will not be provided as compensation for this job vacancy announcement.

Applicants may pick-up application form or may submit their resume and credentials to Horizons Inc. All employment applications and resume' must be received no later than the closing date shown above. Applicants may be interviewed for the job opportunity at Horizons Inc., Chalan Pale Arnold, Tanapag Village, Across Tanapag Middle School; Monday to Friday 9:00 AM to 4:00 PM. Email: horizonsincspn@gmail.com; Website: horizons-inc-saipan.com; Telephone No. (670) 323-8882