



JOB VACANCY ANNOUNCEMENT

EMPLOYER: HORIZONS INC.

ADDRESS: 9220 Chalan Pale Arnold, Tanapag Village, P.O. Box 502399 CK, Saipan, MP 96950

TELEPHONE NO.: (670) 323-8882

FULL TIME: The job opportunity is a temporary, full-time position commencing on October 1, 2026 to September 30, 2029.

POSITION: ACCOUNTS PAYABLE CLERK

NUMBER OF OPENINGS: 1

JOB DUTIES:

Operate computer programmed with Peachtree 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 and discounts, equity and principal. Reconcile or note and report discrepancies found in records. Classify, record and summarizes numerical and financial data to compile and keep financial records using journals and ledgers and input into computer using Peachtree Accounting Software. Calculate cost of materials, overhead costs, and other expenses based on estimates, quotations and price list. Prepare purchase orders and expense reports. Maintain inventory records using Peachtree Inventory Software. Calculate and prepare payments for utilities, taxes and other company obligations. Monitor status of loans and accounts to ensure payments are up to date. Calculate, prepare and issue bills, invoices, account statements and other financial statements according to established procedure. Assist in preparation and submission of applications for employees' work visas and operational permits in compliance with federal and CNMI rules and regulations Perform other office duties such as filing, answering phone calls and handling routine correspondence. Perform other related duties as assigned by the president.

QUALIFICATIONS:

Education: High School Graduate/GED and have 24 months of prior work experience required. Must have at least 12month experience in Peachtree Accounting Software. Must have experience in using Microsoft Word, Excel and Power Point. Must have experience in accounting with emphasis on Payables, Purchasing and Inventory Management using Peachtree Inventory Software. Experience in warehousing and logistics procedure is a plus.

Work Hours and Days: Monday to Friday; 8:00 AM to 4:00 PM

Work Hours per week: 35 Hours

Work Hours/day: 7 Hours

Opening Date: May 22, 2026

Closing Date: June 12, 2026

Specific Worksite Location: 9220 Chalan Pale Arnold, Tanapag Village, P.O. Box 502399 Saipan, MP 96950

Salary Range: \$12.33 to \$12.33/ HOUR

Overtime Available: YES

Overtime Rate: \$18.50 to \$18.50/Hour

Payment Frequency: BI-WEEKLY

Specify all Payroll deduction: Federal Income Tax, State Income Tax, Social Security (FICA), Medicare Tax

THREE-FOURTHS GUARANTEE: Workers will be offered employment for a total number of work hours equal to at least three fourths of the work days 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 worker 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.

Required Tools:

NONE, Workers will be provided without charge or deposit charge, of all tools, supplies and equipment required to perform duties assigned.

Fringe Benefits:

Workers' Compensation is provided.

Daily Transportation, On-the-job Training and Board and Lodging, or other Facilities are NOT provided

Applicants may submit their resume and credentials to Horizons Inc. All resumes must be received no later than the closing date shown above. Applicants may be interviewed for the job opportunity at Horizons Inc., 9220 Chalan Pale Arnold, Tanapag Village, Monday to Friday 9:00 AM to 4:00 PM. Email: horizonsincspn@gmail.com; Website: horizons-inc-saipan.com; Telephone No. (670) 323-8882