



## **JOB ANNOUNCEMENT**

### **"DEPARTMENTAL COMPETITIVE EXAMINATION"**

TO ESTABLISH A LIST FOR THE POSITION OF:

### **GENERAL ACCOUNTING SUPERVISOR**

**SALARY:** Open: P-1 \$67,696 P/A - P-10 \$92,933 P/A  
Prom: P-1 \$67,696 P/A - P-18 \$119,315 P/A

**Announcement No: GGRF-23-07**

**Opening Date: MAY 01, 2023**  
**Closing Date: MAY 12, 2023**

**WHO CAN APPLY:** Only permanent, government of Guam employees at the Retirement Fund can apply. The appointing authority has identified this position as a career developmental opportunity for her employees pursuant to Rule 4.101.A1.

**NATURE OF WORK:** This is complex supervisory and professional accounting and fiscal management work. Employees in this class serve as department/agency accounting and fiscal officer responsible for accounting, budget administration, and related fiscal functions; or assist the department/agency fiscal officer in directing the fiscal operations of a large department or agency.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)* Supervises the accounting, budget and related fiscal activities of the department/agency. Reviews, analyzes and interprets fiscal reports, statements, and analysis; determines the validity and utility of financial records; appraises the adequacy of internal controls and the quality of accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning. Participates in policy and program planning; provides advice in regard to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions; establishes procedures and guidelines in the formulation and administration of the budget, for billing and collection activities, and other related fiscal functions; performs related duties as required.

**KNOWLEDGE, ABILITIES, AND SKILLS:** Knowledge of the principles and practices of accounting. Knowledge of the principles and practices of management. Knowledge of electronic data programming, equipment and system analysis. Ability to supervise accounting, budget and related fiscal functions; ability to make decisions in accordance with program guidelines; ability to interpret and apply pertinent laws, rules and regulations and other guidelines; ability to analyze and interpret fiscal data and give advice regarding projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions. Ability to design complex accounting systems and prepare complex financial records and statements; ability to work effectively with the public and employees; ability to communicate effectively, orally and in writing.

#### **QUALIFICATION REQUIREMENTS:**

- A. Two (2) years of experience as an Accountant II or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B. Two (2) years of experience as an Accountant II or equivalent work and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination; or
- C. Four (4) years of experience as an Accountant II or equivalent work and graduation from a recognized college or university with an Associate's degree in Accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

**MINIMUM EDUCATIONAL AND DOCUMENTATION REQUIREMENTS:** All applicants shall be required to have a high school diploma or equivalent as allowed by P.L. 29-113 when applying for a position. Applicants claiming degrees or credit hours are required to provide an official or verified copy of their transcripts, high school diploma, or GED certification.

**EXAMINATION REQUIREMENTS:** A written examination is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

**PURSUANT TO PUBLIC LAW 28-98:** "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam."

**INTERVIEW PROCEDURES:** A panel interview or interview by telephone (if off-island) will be held by the appointing authority or his/her designee for all eligible referred via certification.

**PRE-EMPLOYMENT MEDICAL EXAMINATION:** All applicants accepting employment with the Government of Guam Retirement Fund must undergo and pass an entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

**WORK ELIGIBILITY:** Public Law 99-603 (8 USC Section 132A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam Retirement Fund requires:

- \* Certified Birth Certificate
- \* U.S. Passport
- \* Naturalization Card
- \* Government of Guam I.D. Card
- \* Original Social Security Card
- \* Other proof of work eligibility

**DRUG SCREENING:** All applicants tentatively selected for this position will be required to submit to a mandatory urinalysis to screen for illegal drug use prior to appointment. This also applies to employees selected for Testing Designated Position (TDP). Failure to submit or pass such pre-employment drug test requirement shall be handled as a disqualification and grounds for rescinding the offer of appointment.

**POLICE & COURT CLEARANCE REQUIREMENTS:** Pursuant to Public Law 34-22 - Fair Chances Hiring Process Act, if selected for and offered employment with the Government of Guam, your selection will be conditional pending submission of a recent police and court clearance. The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your police and court clearances. Clearances must not be more than one (1) month old. The cost of the clearances is your responsibility. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**SUITABILITY DETERMINATION FORM:** Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for the position will be rejected.

**DISABILITY PREFERENCE:** Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health and Social Services.

**VETERANS PREFERENCE:** Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Verification from the Veteran's Administration is requested for those applicants claiming compensable disability.

**HOW AND WHERE TO APPLY:** Applicants can obtain an "Application for Employment" form from the Director's Office 1<sup>st</sup> Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at [www.ggrf.com](http://www.ggrf.com). Applications must be submitted to the Director's Office, 1st Floor, Government of Guam Retirement Fund on or before 5pm on the date of closing.

For further information, call or contact us at the Administrative Services Division at 475-8937 or 475-8900.

  
**PAULA M. BLAS**  
Director, Retirement Fund

***"WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"***