



JOB ANNOUNCEMENT

"IN-HOUSE/DEPARTMENTAL"

TO ESTABLISH A LIST FOR THE POSITION OF:

ACCOUNTANT III

SALARY: Open: N-1 \$45,014 P/A - N-7 \$56,268 P/A
Prom: N-1 \$45,014 P/A - N-18 \$79,338 P/A

Announcement No: GGRF-22-02

Opening Date: November 22, 2021

Closing Date: December 07, 2021

NATURE OF WORK: This is complex supervisory and professional accounting work involved in the preparation and analysis of financial statements for a complex governmental centralized accounting function. Employees in this class perform the full range of specialized-professional work and supervise professional staff.

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 formal preparation of financial statements and reports for General Funds, Special and Trust Funds or related funds as needed, analyzes various financial information of a wide variety for appropriate recommendations; supervises the preparation of receipts and disbursement schedules expenditures against budget schedules and appropriations summaries; reconciles cost balances; evaluates a variety of financial reports for internal consistency and validity such as BACIS Batch Input Transaction Report, Detail by Program Report, Budget Overdrawn Report, Vendor Code and other automated outputs; supervises the installation of special accounting systems and related procedures in establishment which cannot use standardized systems; analyzes the financial aspect relationship of cost to the major accounting structures such as codification of accounts, different appropriation accounts and budgetary elements; analyzes cash collections received on a daily basis; controls to assure sufficient cash flow of current payables; evaluates the effect of deficits; analyzes trend projection for top management review pertaining to cash flow status and projection; evaluates or recommends fiscal policy that should be followed such as tight policy and balanced budget; invests cash accounts with the concurrence of top management review within the cognizance of legislative constraints; prepares various administrative reports and correspondences; performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of the theory, principles and practices of accounting including governmental, cost, and/or plan utility accounting; knowledge of the principles and practices of management; knowledge of electronic data programming, equipment and system analysis. Ability to review or interpret administrative policies, procedures, and practices; ability to utilize the capability of an automated accounting system; ability to prepare formal financial statements, reports, and balance sheet; ability to analyze accounting relationships in order to assess deficit, cash flow, cause-effect for projection of governmental solvency; ability to recommend and evaluate fiscal policies for a uniform government action; ability to supervise the work of others; ability to supervise the review for internal consistency and validity of BACIS Batch Input Transaction Report, Detail by Program Report, and Budget Overdrawn Report; ability to understand and apply the various principles, practices, and procedures of budgeting and accounting information system; 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 including the preparation of formal financial statements under an automated accounting system 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, including the preparation of formal financial statements under an automated accounting system and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia; or
- C. Three (3) years of experience as an Accountant II 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 REQUIREMENTS: All applicant 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 educational degrees or credit hours are required to provide official or verified copies 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:

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| * Certified Birth Certificate | * Government of Guam I.D. Card |
| * U.S. Passport | * Original Social Security Card |
| * Naturalization 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 Test Designated Position (TDP). Failure to submit or pass such pre-employment drug test requirement shall be handled as 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: 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. Applicants can obtain an "Application for Employment" form from the Director's Office 1st Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at 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 671-475-8932 or 671-475-8900.


PAULA M. BLAS
Director, Retirement Fund

"WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"