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JOB ANNOUNCEMENT **"OPEN COMPETITIVE EXAMINATION"**

TO ESTABLISH A LIST FOR THE POSITION OF:

ACCOUNTANT II

SALARY: Open: M-1 \$40,762 P/A - M-7, \$50,953 P/A
Prom: M-1 \$40,762 P/A - M-18, \$71,844 P/A

Announcement No: GGRF-18-07

Opening Date: JUNE 27, 2018
Closing Date: JULY 13, 2018

WHO CAN APPLY: Open to all government of Guam employees and the public.

NATURE OF WORK: This is complex professional and supervisory accounting work. Employees in this class perform the full range of complex professional accounting duties, including independent work in specialized areas of the profession, and generally includes supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.

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.)* Responsible for the accounting operations of a department/agency; supervises and participates in the maintenance and preparation of department/agency records and accounts. Makes accounting decisions and provides accounting advise on a wide variety of problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with mandated requirements. Interprets summaries, analysis, reports and a variety of complex financial statements, advises management concerning current financial problems, future programs or financial implications involved in policy decisions; participates in policy and program planning. Supervises and participates in the audits of financial records. Coordinates accounting activities with other divisions and central accounting office. Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of the principles and practices of accounting. Knowledge of the basic principles and practices of management. Knowledge of the basic principles and practices of electronic data processing. Ability to interpret and apply pertinent laws, rules and regulations governing accounting of government funds. Ability to make decisions accordance with appropriate guidelines. Ability to design and modify accounting systems and prepare complex financial records and statements. Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions. Ability to supervisor the work of others. Ability to work effectively with public and employees. Ability to communicate effectively, orally and in writing.

QUALIFICATION REQUIREMENTS:

- A. Two (2) years of experience as an Accountant I 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. One (1) year of experience as an Accountant I or equivalent work and possession of a certificate as 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.
- C. Three (3) years of experience as an Accountant I 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 hours of accounting/auditing subjects.

MINIMUM EDUCATIONAL 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.

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.

DRUG SCREENING: All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualification.

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

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.

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."

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.

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

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: Open to Government of Guam employees and the public. 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 Retirement Fund on or before the closing date at the Director's Office 1st Floor.

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"***