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ANNOUNCEMENT

April 12, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 049-18

Position Title
ACCOUNTING ASSOCIATE

Salary Range:
UGPP/G-01\$24,729.00 – UGPP/G-07 \$30,911.00 Per Annum

Opening Date: April 12, 2018
Closing Date: April 24, 2018

Location:
Administration & Finance/Auxiliary Services

MINIMUM QUALIFICATIONS:

- a) 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 years of experience in professional accounting work 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; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

PREFERRED QUALIFICATION:

Two (2) years' work experience in accounting.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK IN THIS CLASS:

This is routine professional accounting duties independently after initial training and work under closer supervision on more complex developmental assignments.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Ability to adhere to the task assigned and listen effectively. Knowledge of the principles and practices of accounting. Knowledge of the basic principles and practices of automatic data processing. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing.

CHARACTER OF DUTIES:

Under the supervision of the Director, Auxiliary Services, the Accounting Associate maintains the bookstore controlling ledgers, reviews and analyzes financial accounting transactions and documents for accuracy and propriety; prepares summaries, analyzes, reports and financial statements; advises management concerning financial problem areas. Works on the inter audit of financial records. Reviews incoming receiving reports with invoices and purchase orders and if any damages. Informed buyers on discrepancies. Perform monthly follow ups with vendors accounting section on pending credit memos. Encumbrance on Receiving report and invoices into colleague, for payment to be process by the Business Office. Submit receiving report, invoices & purchase orders to the Business Office for payments to be process, Confirmation on a copy of the document for processing of payment from the Business Office. Follow up with/on colleague and business office on the progress of payment. Monitor and maintain financial accounting transactions and documents for accuracy, discrepancy and propriety report on the Online Store. Professional accounting bookkeeping to include monitoring revenue and expense report on bookstore and Online Store. Maintain and monitor departmental account for accuracy and discrepancy. Monitor and maintain credit card expenses with credit card statement, which includes cross check charges on credit card with the receiving report, invoices & purchase orders to confirm charges on credit card is correct, then submit supporting document with statement down to the Business office for payment to be process to credit card company. Performs clerical duties related to maintaining job specifications. Assist in data input on incoming shipment cost and retail prior to the sale of the item. Assist in Sales Transaction (Cashier). Performs other duties as assigned.

ACCOUNTING ASSOCIATE #049-18

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).


LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

Accounting Associate 04/12/18
Approved by CHRO 04/12/18