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# ANNOUNCEMENT

March 18, 2022

**OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):**

<i>Announcement No. 036-22</i>	
<u>Code No. Position Title</u>	
<b>2.335 GENERAL ACCOUNTING SUPERVISOR</b>	
<u>Salary Range:</u>	
Open: P-01 \$55,488.00 – P-07 \$69,360.00 Per Annum	<u>Opening Date:</u> March 24, 2022
Prom: P-01 \$55,488.00 – P-18 \$97,798.00 Per Annum	<u>Closing Date:</u> April 06, 2022

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Two 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 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 years of experience in 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.

**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 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.

**MINIMUM 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 systems analysis. Ability to supervise accounting, budget and related fiscal functions. Ability to make decisions in accordance with program guidelines and requirements. 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.

**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.

**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

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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.

### **VETERANS / DISABILITY PREFERENCE:**

Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

### **PREFERENTIAL HIRING STATUS:**

As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

### **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 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 <https://www.uog.edu/life-at-uog/safety-security>.

### **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 located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

  
Joseph Gumataotao (Mar 23, 2022 15:25 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Acting Chief Human Resources Officer

General Accounting Supervisor 03/18/22  
Approved by ACHRO 03/18/22