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ANNOUNCEMENT

June 7, 2024

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

Announcement No. 078-24

Position Title
FISCAL OFFICER

Salary Range:

UGPP/N-01 \$54,918.00 – UGPP/N-10 \$75,392.00 Per Annum

Opening Date:

June 7, 2024

Closing Date:

Continuous Until Filled

Location:

Office of Research and Sponsored Programs/Center for Island Sustainability/Sea Grant

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in Accounting, Finance, Business, or related field.
- Three (3) years of relevant work experience.

PREFERRED QUALIFICATIONS:

- Master’s degree in Accounting, Finance, Business, or related field.
- Knowledge of university, local, federal, and/or non-federal rules and regulations.
- Knowledge of University of Guam and Territory of Guam budgeting processes, and regulations and restrictions on various account types such as federal grants, interagency agreements, contracts, etc.
- Proficiency with commercial software and UOG programs such as Datatel, WebAdvisor, Microsoft Excel, and Microsoft Word.

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.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the theory, principles, and accounting practices, including governmental, cost, and/or plan utility accounting. Knowledge of principles and practices of management. 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 sheets to meet federal grant program reporting requirements. Ability to analyze accounting relationships to assess deficit, cash flow, and cause effect for projection of governmental solvency. Ability to recommend and evaluate fiscal policies for uniform government action. Ability to supervise the work of others. Ability to understand and apply the budgeting and accounting information system’s various principles, practices, and procedures. Ability to work effectively with the public and employees. Ability to communicate effectively both orally and in writing.

CHARACTER OF DUTIES:

The Fiscal Officer will be a member of the University of Guam Center for Island Sustainability (CIS) and Sea Grant (SG) leadership, and will manage all financial functions including: accounting, billing, reconciling, budget development and tracking, financial operations, finance personnel management, insurance coverage, management of legal requirements and develops projections on individual project budgets, grant budgets, and capital improvement budget, reporting on revenue, training staff in accounting best practices, budgeting, disbursing funds, managing risk, implementing policies, and improving financial processes. Manage and provide oversight for all fiscal and accounting aspects of grants management for funds awarded to UOG CIS/SG from federal and other sources. Maintain all summary accounting records for fiscal reports to awarding agencies. Maintain database and grants management system for use by the Director and Associate Directors in monitoring project expenditures and cost-sharing commitments for all awards. Work closely with Sea Grant Associate Director to manage all awards using electronic (eSG) system. Work closely with UOG Business Office and the Research Corporation of UOG on all financial inquiries pertaining to UOG CIS/SG programs. Prepare all fiscal

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documents and other certifying financial instruments and audit all grants awarded and provide responses to all audit questions relating to compliance with state or federal regulations. Other duties as assigned.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g., transcripts, high school diploma, or GED certification) accompany the application.

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 (e.g., 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 the UOG's online employment portal system at <http://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 671-735-2350.

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>. (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 the application 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 (Jun 7, 2024 13:10 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Fiscal.Officer.06/07/24

Approved by CHRO 06/07/24