



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

A N N O U N C E M E N T

July 1, 2021

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#085-21 ASSOCIATE COMPTROLLER/BURSAR

Location:	Administration and Finance/Comptroller's Office
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.</p> <p>Under the general direction of the Comptroller, the Associate Comptroller/Bursar manages the Bursar's Office, oversees most of the Business Office functions, oversees financial, and leads the development and implementation of financial systems consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. This position also supports the achievement of Institutional purposes and educational objectives through the provision of the financial and student accounts infrastructure and controls in a manner that creates a sustainable environment for student learning. Within the University, this position works closely with the VPs, Comptroller, Academic Officers Council (Deans and Directors), and students. Outside the University, this position interacts with WASC, Government of Guam Department of Administration, and Bureau of Budget and Management Research, financial institutions, audit firms, and collection agencies. Key dimensions of the position include: \$82M general ledger; over 3,600 student accounts; \$5M tuition receivables, and \$7M financial aid receivables; and \$25M of other Federally funded grants; and 26 professional staff with nine direct reports; two General Accounting Supervisors in the Business Office, Bursar Supervisor, and Accountants.</p>
Character of Duties:	<p>Primary duties and responsibilities shall include, but not be limited to the following:</p> <ul style="list-style-type: none">• Provide leadership, direction and control in managing the Bursar Office;• Oversee financial statement preparation, student accounts, student billing and accounts receivable, student collections, payments and cashiering;• Monitor compliance with laws and regulations through establishing policies and procedures for student billings and collections;• Advise and counsel students regarding their financial responsibilities at the University;• Contract and monitor external agencies for the collection of outstanding receivables;• Lead the development and implementation of automated systems for student billing, collections and payment programs;• Train, supervise, and evaluate staff in Bursar's Office;• Coordinate accurate and timely implementation of new and/or revised tuition and fees as approved by the Board of Regents;

#085-21 ASSOCIATE COMPTROLLER/BURSAR

- Work closely with the Comptroller in managing the Business Office;
- Provide technical direction and management in general ledger, grants and fixed asset accounting, cash management, insurance, financial reporting, analysis and recordkeeping, and financial systems;
- Establish and monitor appropriate procedures, processes, and systems to ensure books of account and other reporting documents reflect accurate and timely financial records;
- Evaluate operational effectiveness, identify and implement changes required for improvement;
- Evaluate appropriate controls on all financial transactions to ensure adequate protection and safeguards through appropriate financial policies, procedures and risk management;
- Timely closing of all general ledger accounts and timely and accurate account reconciliation;
- Oversee financial reporting and monitor compliance with external reporting requirements (WASC, local, Federal) in accord with assessment, accreditation and accounting standards; A-133 and ARRA guidelines, public laws, and other reporting requirements;
- Coordinate with external auditors in preparation of annual audits;
- Lead the implementation of an expanded Colleague financial system under the e-works project in regards to GL restructuring; process improvement; financial modules such as Project Accounting and Budget Management; and financial use of Portal, Workflow, and Reporting and Analytics modules;
- Work closely with the Comptroller in establishing and implementing departmental objectives, policies, procedures and budgets; and
- Performs other related duties as assigned.

Qualifications:

Minimum:

- Bachelor's degree from a US accredited college/university or foreign equivalent with 3 years experience related to responsibilities;
- Minimum six years progressively increasing experience in accounting
- Demonstrated ability to plan, organize, implement, and administer complex record keeping systems and procedures; and
- Experience or substantial knowledge of accounting and collection laws, regulations, standards, practices and auditing.

Preferred:

- Professional certification or Master's degree and successful track record in collections;
- Experience with federal financial regulations and higher education financial policies, procedures and regulations; and
- Knowledge of higher education accounting, receivables, financial aid and cashiering in Colleague or similar financial system.

Salary Level:

\$60,011 - \$90,017 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please

#085-21 ASSOCIATE COMPTROLLER/BURSAR

contact Mr. Randall V. Wiegand, Search Committee Chair, wiegandr@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

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.

Application Deadline:

Application will be received no later than July 31, 2021 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

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.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 with the University of Guam, you will be required to present valid documents to comply with this law.

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 and Title IX 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).



Joseph Gumataotao (Jun 30, 2021 14:39 GMT+10)

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer