



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**
501 Mariner Avenue
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ANTONETTE MUÑA SANTOS
Administrator

The Department of Education is currently accepting job applications for the following position to **ESTABLISH A LIST**:

OPEN-COMPETITIVE JOB ANNOUNCEMENT (NO. HRD-016-2020)

ACCOUNTING TECHNICIAN I (2.320) *

OPENING DATE: February 24, 2020 CLOSING DATE: March 09, 2020

SALARY: *Pay Grade H – General Pay Plan (GPP)*

Open: Step 1-10, \$26,520.00 - \$36,407.00 Per Annum

Promotional: Step 1-18, \$26,520.00 - \$46,742.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: FINANCE AND ADMINISTRATIVE SERVICES

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – (A) Completion of a two-semester course in bookkeeping and graduation from high school; or (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK IN THIS CLASS: This is routine bookkeeping work involved in the maintenance and summary of subsidiary accounts and preparation of routine financial reports according to established procedures. **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.) Maintains subsidiary ledgers, i.e. cash, accounts receivable, accounts payable; prepares journal vouchers to effect adjustments on the general ledger or controlling account; closes and balances accounts; prepares routine fund status reports; Operates calculator and related office equipment; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of bookkeeping principles and practices; Ability to make arithmetic computations with speed and accuracy; Ability to learn BACIS accounting; Ability to operate calculators and similar officer equipment; Ability to work effectively with employees and the public; Ability to communicate effectively, orally and in writing; Ability to maintain records and prepare reports.

EMPLOYMENT BENEFITS: This is a permanent, full-time position under the Finance and Administrative Services. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status and protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE: Employment applications may be obtained from our office, located at Building-B, 501 Mariner Avenue, (Tiyán) Barrigada or printed from the Department of Education's website at www.gdoe.net. Interested applicants must submit a completed "Employment Application" form to the DEPARTMENT OF EDUCATION, Human Resources Division Office, on or before the application deadline. Applications with supporting documents will be accepted up until **Monday, March 9, 2020** at the Human Resources Division Office, Room 103 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. Please note that there are two types of DOE job applications – one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

***FAIR CHANCES HIRING PROCESS ACT (FCHPA):** This is a COVERED position. Please complete an FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P. L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement, **do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer criminal history questions at the time of application, you do so voluntarily.**

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call 475-0496, and/or come by and visit our office.

ANTONETTE MUÑA SANTOS,
Personnel Services Administrator

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