



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

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ANTONETE 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-067-2019)

GENERAL ACCOUNTING SUPERVISOR (2.335) *

OPENING DATE: September 24, 2019 **CLOSING DATE:** October 11, 2019

SALARY: Pay Grade P – General Pay Plan (GPP)

Open: Step 1-10, \$55,488.00 - \$76,174.00 Per Annum
Promotional: Step 1-18, \$55,488.00 - \$97,798.00 Per Annum

DUTY: Probationary/Permanent Full-Time Appointment

LOCATION: FINANCE AND ADMINISTRATIVE SERVICES

FUNDING: LOCAL

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING – 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; 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 Four years of experience 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.

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. **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 established or modifies existing systems and procedures to provide management with date 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; **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.

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, (Tiyan) 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 Friday, October 11, 2019 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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