



JON J.P. FERNANDEZ  
Superintendent of Education

DEPARTMENT OF EDUCATION  
HUMAN RESOURCES DIVISION

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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-038-2019)**

**AUDITOR I (2.360)\***

OPENING DATE: April 10, 2019 CLOSING DATE: May 8, 2019

**SALARY:** Pay Grade L – General Pay Plan (GPP)  
Open: Step 1-10, \$37,100.00 - \$50,931.00 Per Annum  
Promotional: Step 1-18, \$37,100.00 - \$65,389.00 Per Annum

**DUTY:** Probationary/Permanent Full-Time Appointment  
**LOCATION:** OFFICE OF THE SUPERINTENDENT – INTERNAL AUDIT OFFICE

We are an Equal Opportunity Employer

**MINIMUM EXPERIENCE AND TRAINING** – Graduation from a recognized or accredited college or university with a Bachelor's degree in Accounting or closely related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses.

**OTHER NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid driver's license may be required.

**NATURE OF WORK IN THIS CLASS:** This is routine professional auditing work involved in financial, operational, and compliance examinations and evaluations of varied programs of the government with varied funding sources under the Internal Audit Division, Bureau of Budget and Management Research; or under the Internal Audit Section, Guam Power Authority; or under the Internal Audit Section, Guam Memorial Hospital Authority; the Office of the Public Auditor, the Department of Education and the Guam International Airport Authority; Employees in this class perform routine professional auditing duties independently after initial training, and work under closer supervision on a variety of more complex developmental assignments. **ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all of the duties listed.) Audits non-appropriated activity funds of small programs; reviews cash receipts and disbursement ledgers and other supporting documents; prepares bank reconciliation statements; determines accuracy and propriety of transactions and compliance with established laws and regulations and principles of financial management; Assists higher level auditors in the more complex financial and compliance audits of varied federally funded programs of the government; Assists in the more complex audits of varied appropriated and revolving fund accounts; Conducts exit conferences with officials to discuss audit findings and recommendations; Prepares audit reports on findings and recommendations; Performs related duties as required. **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles, practices, and techniques of accounting and auditing, Knowledge of the basic principles and practices of management; Ability to learn and apply internal auditing techniques and practices; Ability to interpret and apply pertinent laws, rules, regulations, and other program guidelines; Ability to learn and apply computer system application in the accounting field; Ability to examine and evaluate financial documents, statements, and other operating reports; Ability to make work decisions in accordance with appropriate program guidelines; Ability to work effectively with employees and the public; Ability to communicate effectively; Ability to maintain records and prepare audit reports; Skill in the safe operation of a motor vehicle may be required.

**EMPLOYMENT BENEFITS:** This is a permanent, full-time position under the Office of the Superintendent – Internal Audit Office. 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](http://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 **Wednesday, May 8, 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 MUNA SANTOS,  
Personnel Services Administrator

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