



JON J.P. FERNANDEZ
Superintendent of Education

DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION

501 Mariner Avenue
Barrigada, Guam 96913-1608
Tel: (671) 475-0496
www.gdoe.net



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-039-2019)

AUDITOR II (2.361)*

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

SALARY: Pay Grade M – General Pay Plan (GPP)
Open: Step 1-10, \$40,762.00 - \$55,958.00 Per Annum
Promotional: Step 1-18, \$40,762.00 - \$71,844.00 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 – (A) One (1) year of experience as an Auditor I or equivalent work, and graduation from a recognized or accredited college of university with a Bachelor's degree in Accounting or related field, including or supplemented by twenty-four (24) semester hours of accounting/auditing courses; or (B) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

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

NATURE OF WORK IN THIS CLASS: This is moderately complex 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 Authority; the Office of the Public Auditor, the Guam Public School System and the Guam International Airport Authority. Employees in this class perform moderately complex professional auditing work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision. **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.) Conducts moderately complex financial and compliance audits of varied federal grant programs; reviews grant application/contracts, grant/sub grant awards, grantee/sub grantee financial reports and other documents; determines the accuracy and property of transactions, accounts and reports presented; determines degree of compliance with laws, federal regulations and principles of sound financial management; evaluates internal controls to determine the reliability of reported results; Prepares and coordinates the formulation of the government's cost allocation plan and indirect cost rate proposals for approval by cognizant federal agency; Audits moderately complex general fund accounts and programs, non-appropriated activity funds, revolving fund accounts, and off-island travel; Examines and evaluates financial records and management controls to determine the degree of financial management compliance with governing laws, regulations and other guidelines, and of operating control in terms of reasonableness, consistency, and adherence to accepted accounting principles and management practices; Prepares detailed audit reports on findings, identifying discrepancies and irregularities noted and recommendations for corrective action and/or for improvement in internal controls, accounting system, and management practices; 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; Knowledge of internal auditing techniques and practices; Ability to interpret and apply pertinent laws, rules and regulations, and other program guidelines; Ability to make work decisions in accordance with 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 work effectively with the public and employees; 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. 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.


SANTONETTE MUÑA SANTOS,
Personnel Services Administrator

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