



JON J.P. FERNANDEZ
Superintendent of Education

**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
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ANTONEITE 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-042-2019)

AUDITOR IV (GDOE)(2.393)*

OPENING DATE: April 11, 2019 CLOSING DATE: May 2, 2019

SALARY: *Pay Grade 0 – General Pay Plan (GPP)*

Open: Step 1-10, \$49,897.00 - \$68,498.00 Per Annum

Promotional: Step 1-18, \$49,897.00 - \$87,943.00 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 – Possession of a valid CPA Certificate with two (2) years of professional auditing experience; or Master's degree in accounting or a master's degree with accounting and/or auditing coursework equivalent to a master's degree from an accredited college or university with three (3) years of professional auditing experience; or Bachelor's degree from an accredited college or university with a major in accounting or a minimum of 24 semester credit hours in accounting and/or auditing subjects with four (4) years of professional auditing experience; or Bachelor's degree from an accredited four year college or university with at least 12 semester credit hours in accounting and/or auditing subjects with five (5) years of professional auditing experience.

NATURE OF WORK IN THIS CLASS: This is complex supervisory and professional auditing work under the Guam Department of Education (GDOE), Internal Audit Office (IAO); Work involves planning, coordinating, directing, guiding, and reviewing the full range of complex professional auditing duties of a staff of auditors in one or more program areas; **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.) May assist the IAO Chief Auditor with IAO reviews and administrative operations (i.e. annual budget and report, three-year audit plan, and peer review); Supervises a team of auditors to ensure proper application of audit techniques; balances workload and/or assigns specific tasks and case direction; provides on-the-job training and technical assistance; evaluates and reviews the work of subordinate auditors; Develops audit plans and programs by reviewing annual reports, budget documents, applicable statutes, and other available data to ensure appropriate steps are included to obtain, analyze, and evaluate data to answer audit objectives and meet deadlines and timeframes for completion; Examines and analyzes management operations, internal control structures and systems, and records for reliability, compliance, effectiveness, and efficiency; makes recommendations and suggestions for improvement of accounting methods, procedures and internal controls; Prepares and finalizes audit reports by conducting interviews with key agency officials and verifying written and oral statements against source accounts and records; reviews and submits and audit findings and recommendations; Represents the audit team and IAO in meetings with GDOE management, entities under review, and oversight entities; Conducts Quality Assurance Review (QAR) of IAO audits and findings; Performs related work as assigned; **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:** Knowledge of the principles and practices of accounting and auditing, books of accounts and financial statements to include: Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (GAS); International Standards for Professional Practice of Internal Auditing; and Standards for Internal Control in the Federal Government; Knowledge of applicable laws, regulations, policies and procedures; Knowledge of GDOE programs and operations, financial management systems, federal grants, and internal control systems; Knowledge of the principles and practices of supervision; Ability to plan, organize, guide and oversee the work of others; Ability to deal tactfully with the public and other officials; Ability to analyze financial operations and prepare and interpret financial reports; Ability to give objective opinions on the adequacy, effectiveness, efficiency and degree of compliance of the activities being reviewed; Ability to make work decisions within program and/or audit guidelines; Ability to communicate effectively, orally and in writing; Skill in internal auditing techniques and practices.

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 **Thursday, May 2, 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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