



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Chief Business Officer

JOB # RC-18-11

Application Deadline: Midnight, May 21, 2018

Send RCUOG application, transcripts, resume, and one-page personal statement that outlines pertinent experience, general qualifications, and degrees to rcuoghr@triton.uog.edu. The RCUOG application can be downloaded from www.uog.edu/rcuog; located under the Forms subhead.

Salary

\$68,374 - \$102,560

Salary based on work experience, credentials, and availability of funds.

Full-time, 40 hours per week

Benefits: Medical and Dental Insurance, up to 8 hours of annual leave and 4 hours of sick leave per pay period, holiday pay, Social Security and Medicare, up to 3% match when employee contributes to 403(b)

The position begins upon **Selection Notification** ends on **September 1, 2019** based on availability of funds with possibility of extension should additional funds become available.

Location:

School of Nursing and Health Sciences Bldg., Room #121, University of Guam, Mangilao, Guam

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or closely related field from a U.S. accredited institution of higher education
- Must possess one of the following: a) Certified Public Accountant (CPA); b) Certified Government Financial Manager (CGFM); c) Master's Degree in Business Administration (MBA); or d) Master's Degree in Accounting (MAcc)
- Must be a U.S. citizen or lawful permanent resident

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

- Seven years of professional experience in the practice of accounting or finance, three of which include experience as a supervisor, manager, or project leader in a higher education environment
- Knowledge of administrative policies, procedures, and processes in higher education
- Experience overseeing the financial management of Federal grants
- Working knowledge of the Code of Federal Regulations as they apply to higher education entities
- Understanding of the audit process

Preferred Qualifications

- Experience working with Federal financial reporting systems.
- Experience in the use of Ellucian's Colleague system or another integrated enterprise system used in higher education

CHARACTER OF DUTIES:

The Chief Business Officer (CBO) reports directly to the Executive Director. The CBO is primarily responsible for the combined functions of administrative, financial, and operations management of the RCUOG. The CBO ensures compliance with federal regulations pertaining to higher education and utilizes higher education software systems. The CBO supports the achievement of institutional purposes and research objectives in a manner that creates an efficient environment consistent with the RCUOG's policies and federal regulations.

- This position oversees RCUOG finances, a multitude of grant budgets, and ensures compliance with federal regulations
- Overall responsibilities include the management of support services such as accounting, procurement, human resources, IT and auxiliary enterprises. Primary objective is to plan, direct, and coordinate operational activities to ensure the proper and efficient use of resources consistent with mission of RCUOG
- Oversee financial components for a multitude of grants from various federal, local, and private foundation funding agencies
- Assist in the development of RCUOG strategic plans
- Develop accounting and reporting systems to meet the information needs of administrators, Board of Directors, auditors, and external stakeholders
- Provides reports and information to the University and auditors as part of the University's annual audit

- Regularly assess financial outcomes, provide reports, provide counsel to assist RCUOG administrators and staff and Board of Directors in efficient, effective, and timely management of financial resources
- Assess policies, procedures, reporting, systems and internal controls to streamline processes and implement best practices in support of RCUOG's academic, research, and community service mission
- Develop and administer the annual operations budget to sufficiently allocate resources to meet RCUOG needs
- Represent the RCUOG's interest with local and federal government officials, auditors and other external contacts
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with RCUOG needs and policies

CLEARANCES

- College transcripts should be submitted with application
- Upon selection, the applicant must submit PPD, police and court clearances to UOG HRO.