

ASSISTANT TREASURER OF GUAM

NATURE OF WORK IN THIS CLASS:

This is administrative work involved in assisting the Treasurer of Guam in the management of the receipt, disbursement, investment and custody of funds.

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 and coordinates the activities of the Financial Management Division of the Department of Administration involving the receipt, disbursement, investment and custody of funds.

Verifies and signs government of Guam checks accompanied by properly certified vouchers.

Maintains a daily record of cash receipts, cancellations, returned items, transfers and disbursements of the General Fund; prepares daily cash analysis report from this record for proper distribution.

Reviews dishonored checks returned by the banks; redeposits checks returned the first time, and refers for cancellation of payment those considered uncollectable to the department/agency originally receiving credit.

Distributes change funds and petty cash funds upon request, assuring that each replenishment report is preaudited and the availability of funds is properly certified.

Maintains records of deposits and disbursements; reconciles monthly bank statements of various accounts maintained at different banks.

Verifies that all U.S. Savings Bonds and bond registers meet the requirements set by the Federal Reserve Bank for validation, and prepares bond sales report.

Maintains a record of all securities deposited with the Treasurer of Guam by insurance companies, banks, foreign exchange agencies and other similar institutions, as required by law.

Prepares financial and administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of bookkeeping.

Knowledge of office practices and procedures.

Ability to supervise the work of others.

Ability to make arithmetic computations with accuracy and speed.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare financial reports.

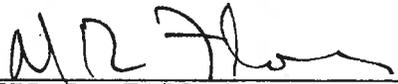
MINIMUM EXPERIENCE AND TRAINING:

A) Four years of experience in the collection, disbursement and accounting of large sums of money, one year of supervisory experience, and graduation from high school; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1980

Pay Range: 31



DAVID R. FLORES
Executive Director
Civil Service Commission