

FINANCIAL MANAGER (DOA)

NATURE OF WORK IN THIS CLASS:

This is highly responsible professional managerial finance and accounting work, which includes supervisory responsibilities within the Division of Accounts and serves as an advisor in directing and instructing the Financial Management Division in cash management activities and financial management and accounting internal controls.

This position directs the government of Guam's financial goals, objectives, and budgets, oversees the investment of funds and supervises cash management activities, and serves as advisor to departments and agencies.

Under general administrative direction of the Director of Administration, this position exercise independent judgment in enforcing established applicable laws, rules, and regulations, accounting system and principles, and program objectives. Work is subject to administrative review.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Advises and coordinates financial management matters for departments/agencies such as developing, consolidating, modernizing and maintaining integrated financial and accounting management systems, improving quality of financial data and information standards, strengthening internal controls and developing legislation affecting financial operations and organizations.

Directs and manages the government of Guam's financial goals, objectives and budgets.

Monitors the financial execution of the budget in relation to actual expenditures, including timely financial reports.

Overall control of various accounts including Federal Funds.

Oversees the investment of funds and supervises cash management activities.

Oversee the overall cycle of the Point of Sale System for the government of Guam.

Supervises and ensures that bond indentures requirements are in compliance.

Oversees and ensures that federal grants are in conformance with the requirements of the Single Audit Act.

Serve as an advisor to departments/agencies with Special Revenue Funds, ensuring compliance of local and federal laws. Provide information regarding availability of funds and allowable expenditures.

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Provides recommendations and advisement to the Bureau of Budget and Management Research as to which funds types are insufficient to release allotments.

Review and provide recommendations on bills established through legislation and attend legislative hearings.

Reviews, corrects and advises the Department of Revenue and Taxation of any erroneous postings to tax revenues.

Assist the Guam Economic Development and Commerce Authority in compiling required data such as cash collections and disbursements as well as the government of Guam's liabilities to issue new bonds for the government of Guam.

Compiles financial reports on non-appropriated checking accounts maintained by line departments/agencies.

Compiles required supplemental schedules and statistics for the Comprehensive Annual Financial Report for the government of Guam.

Review and prepares a response to performance audits conducted by the Office of the Public Auditor.

Oversees the recruitment and selection of potential personnel as well as provide training for personnel to carry out financial management functions.

Perform related work as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of management, budget, and financial management principles and practices.

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Knowledge of federal and local laws, policies, regulations and procedures relating to financial management and control and budgeting.

Knowledge of principles and processes involved in organizational planning, coordination, and execution which includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.

Ability to develop an integrated financial service program which covers developing budget plans, controlling expenditures and related activities.

Ability to analyze, identify and implement information technology solutions in a complex setting.

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Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A. Seven (7) years of executive or administrative experience with financial management responsibilities in a large public service organization and graduation from a recognized college or university with a Master's degree in accounting, finance, economic, business administration or related field; **OR**
- B. Eight (8) years experience as a Controller or Chief Financial Officer responsible for general accounting and fiscal services and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economic, business administration or related field.

ESTABLISHED: OCTOBER 2006

PAY GRADE: T
STEP 1: \$53,720
STEP 10: \$80,580

HAY EVALUATION:	KNOW HOW:	F II 3	460
	PROBLEM SOLVING:	F 4 (50%)	230
	ACCOUNTABILITY:	F I P	<u>264</u>
	TOTAL POINTS:		954



FELIX P. CAMACHO
GOVERNOR OF GUAM



LOURDES M. PEREZ
DIRECTOR
DEPARTMENT OF ADMINISTRATION