

CONTROLLER (DOA)

NATURE OF WORK IN THIS CLASS:

This is highly responsible professional accounting work, which includes supervisory responsibilities.

This position is responsible for the supervision and performance of work involved in the day-to-day operation of accounting functions in the Division of Accounts. Work is performed under general direction of the Financial Manager.

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.)

Responsible for supervising the daily operations of the Division of Accounts which consist of the General Ledger Branch, Revenue/Bonds/Appropriation Branch, Internal Audit Section, Federal Branch, Payroll Branch and the Financial Manager Office.

Approves or disapproves request for payments and journal vouchers over \$1 million.

Approves or disapproves establishment of accounts requests for all appropriation, revenue and general leader accounts.

Approves or disapproves access to BACIS system for all government of Guam employees.

Approves or disapproves increases in allotments for departments/agencies exempted from the Bureau of Budget and Management Research.

Prepare monthly revenue and expenditure reports.

Prepare Quarterly/Annual Financial Statements for over 180 funds.

Represent the island at the IGFOA meetings held in December and June regarding audit issues.

Oversee the Independent Audit which includes the Financial Audit and Single Audit which begins in January and ends on June.

Perform other related duties as assigned by the Financial Manager or Deputy Financial Manager.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the theory, principles, standards and practices of governmental accounting.

Knowledge of legal requirements with respect to accounting for appropriated funds.

Knowledge of trends, current development, and plans for future developments in accounting.

Knowledge of the principles and practices of public administration as they apply to governmental accounting.

Knowledge of electronic data programming equipment and systems analysis.

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Ability to supervise a wide range of accounting work.

Ability to implement accounting systems, methods, and procedures.

Ability to audit accounting reports and statements relative to work functions.

Ability to make work decisions in accordance with laws, rules, and regulations and to apply executive and legislative policies to work problems.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, orally, and in writing.

MINIMUM EXPERIENCE AND TRAINING:


- A. Six (6) years of professional accounting experience and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economic, business or public administration or related field; **OR**
- B. Possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia and six (6) years of professional accounting experience.

ESTABLISHED: SEPTEMBER 1979

**AMENDED: JANUARY 2005
 OCTOBER 2006**

PAY GRADE: R
STEP 1: \$44,242
STEP 10: \$66,364

HAY EVALUATION:	KNOW HOW:	F I 3	350
	PROBLEM SOLVING:	F 4 (50%)	175
	ACCOUNTABILITY:	F I P	<u>200</u>
	TOTAL POINTS:		725



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DIRECTOR
DEPARTMENT OF ADMINISTRATION