

CONTROLLER
GUAM RETIREMENT FUND

NATURE OF WORK IN THIS CLASS

This is complex professional accounting work involved in finance, accounting, data processing and planning functions.

An employee in this class serves as the Chief Financial Officer for the Fund responsible for establishing and maintaining a computerized accounting system, data processing and internal controls for full disclosures and adequate financial reports; maintaining effective control over revenues, funds, property, and other assets; developing and monitoring the Fund's strategic, financial and investment practices and policies.

Employee works under the general administrative direction of the Director. Work involves independent judgement in accounting and data processing system to conform to principles, practices, uniformed standards and related requirements.

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.)

Directs the development, establishment, coordination, design, and implementation of the financial and operational functions of a day-to-day automated accounting system.

Develops strategic, financial and operational plans under the guidance of the Director. Advises the Director on important financial issues.

Oversees the installation of timely, accurate and vital financial information and internal controls; makes appropriate recommendations and provides financial analyses to Retirement Fund Management and Board needed to predict the consequences of proper and alternate courses of action; ascertains reporting requirements of accounting data for management which will affect operations, resources and obligations, and provide financial data for other purposes.

Reports financial information to top level officials with data consisting of cash flow, cash forecasts, revenue projections, expenditure estimates, and other similar accounting data.

Establishes accounting, data processing, budgeting and finance standards for the Retirement Fund.

Meets with independent auditors and/or financial consultants to provide financial information on the Retirement Fund; may coordinate with supervisory staff on making this data available.

Coordinates the preparation of the agency's budget.

Acts as the Retirement Fund's primary certifying officer.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the theories, principles, standards and practices of accounting and auditing, including legal requirements and governmental accounting.

Knowledge of accounting principles involved in Public Pension Plans.

Knowledge of data processing disciplines as they relate to Management and Financial Information Systems (MIS & FIS).

Knowledge of all aspects of the operations of Public Pension Plans, mortgage insurance, and real estate investments to include the secondary market, risk management, actuarial science and legal aspects.

Knowledge of finance, economics, banking including lending systems, capital acquisitions, economic planning and forecasting, and investment analysis.

Ability to write and/or interpret legislation pertaining to Pension Fund Benefits.

Ability to design, establish, implement and modify accounting and data processing, personnel systems.

Ability to manage the work of professional accountants, data processing personnel, support and clerical personnel.

Ability to supervise a wide range of accounting, data processing, budgeting, and finance work.

Ability to plan, develop, and implement new programs and policies involving new ideas and technology which require much innovation and creativity.

Ability to maintain effective working relationships with others, both inside and outside of the Fund.

Ability to communicate effectively.

MINIMUM EXPERIENCE AND TRAINING

- A. Graduation from an accredited college or university with a Master's degree in finance, accounting, or business administration: two (2) years of professional experience in accounting, auditing and finance, and two (2) years supervisory experience; or
- B. Graduation from an accredited college or university with a Bachelor's degree in finance, accounting, or business administration, with at least thirty (30) semester hours in the areas of accounting, finance, data processing, and business law; four (4) years of professional experience in accounting, auditing and finance; and two (2) years of supervisory experience; or
- C. Possession of a certificate as a Certified Public Accountant obtained through written examination in a state, US territory, or the District of Columbia; indicating the certificate number, date, and place of issuance; or
- D. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: MARCH 1998

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

HAY EVALUATION:

KNOW HOW:	FII3	350
PROBLEM SOLVING:	E4 (43%)	152
<u>ACCOUNTABILITY:</u>	<u>E1P</u>	<u>175</u>
TOTAL POINTS:		677



ELOY P. HARA
Executive Director
Civil Service Commission