

RETIREMENT INVESTMENT SPECIALIST

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional accounting work involved in administering and directing the investment programs and activities of the Government of Guam Retirement Fund. Employees in this class perform the full range of specialized professional work and supervises professional staff.

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.)

Administers, directs and coordinates the investment programs of the Government of Guam Retirement Fund.

Analyzes investment reports, financial statement and related documents to obtain current economic trends, investment trends, risk assumptions and other significant economic tools affecting the investment program of the fund.

Designs the accounting system for the maintenance of investment records; develops, examines and interprets investment reports.

Computes the cash flow and determines the availability of cash in excess of current operations for investments.

Inspects and verifies reports against primary source and determines the reliability of data and accuracy of computations.

Maintains records and prepares financial statements and annual reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of economics, investments, forecasting and related economic factors affecting investment.

Knowledge of the principles and practices of financial management, including accounting, cash management and budgeting.

Knowledge of the principles and practices of management and the administrative processes.

Ability to administer and direct the investment program of the Government of Guam Retirement Fund.

Ability to analyze and interpret investment summaries and make recommendations of any significant change or concept in investing.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes in organization policies and procedures to improve effectiveness.

Ability to design complex accounting systems and prepare complex financial records and statements.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.


MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience in professional accounting or closely related financial management work, one year of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or

(b) Three years of experience in professional accounting or closely related financial management work, and possession of certificate as a Certified Public Accountant obtained through written examination in a state, territory, or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination.

Established: January, 1982

Pay Range: 39


RONALD B. AGUON
Acting Executive Director
Civil Service Commission