

TREASURER OF GUAM

NATURE OF WORK IN THIS CLASS:

Administer the operation of the Financial Management Division of the Department of Administration.

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.)

Administer the operations of the Financial Management Division.

Signs all checks and maintains individual control of various accounts including Federal Funds and issues checks upon presentation of properly certified vouchers.

Contacts all banks, savings and loan associations on Guam for interest rates when excess funds are available for investment and invests funds.

Acts as custodian for all securities deposited with the Government by insurance companies, banks, and foreign exchange agencies as required by law in order to conduct business on the island.

Controls the release, reissuance or addition of securities as required; makes periodic reviews of securities.

Maintains contact with all banks on Guam to assure that banks have adequate collateral to protect all public monies on deposit.

Receives and reconciles monthly statements from all banks accepting withholding tax deposits; issues checks for the balance of each account and transfers funds to the General Fund.

Coordinates work activities with all banks and savings and loans associations on Guam in an effort to improve service and upgrade the overall accounting system.

Reviews all dishonored checks returned by the bank.

Maintain review of the daily revenue reports and daily cash analysis.

Perform related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of bookkeeping principles, methods, and practices.

Knowledge of office practices and procedures.

Ability to administer the operations of the Financial Management Division.

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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, regulations and other program guidelines.

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

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain financial records and prepare financial reports.

MINIMUM EXPERIENCE AND TRAINING:


- A. Four (4) years of experience in the collection, disbursement, investment and accounting of large sums of money, two (2) years 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: MARCH 9, 1981

AMENDED: OCTOBER 2006

PAYGRADE: O
 STEP 1: \$33,811
 STEP 10: \$50,717

HAY EVALUATION:	KNOW-HOW:	E 1 3	264
	PROBLEM SOLVING:	E 3 (38%)	100
	ACCOUNTABILITY:	E 1 P	<u>115</u>
	TOTAL POINTS:		479



LOURDES M. PEREZ
DIRECTOR
DEPARTMENT OF ADMINISTRATION