



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

Government of Guam
Department of Administration
Human Resources Division
Job Announcement



Christine W. Baletto
Director
Vincent P. Arriola
Deputy Director

DEPARTMENTAL COMPETITIVE EXAMINATION

To establish a list for the position of
ACCOUNTANT III

Area of Consideration: DEPARTMENT OF ADMINISTRATION

Announcement Number: DOA 180-17

Open: September 13, 2017

Close: September 27, 2017

Pay Grade:

OPEN: N -01; \$45,014 P/A –N-10; \$61,796 P/A

PROMOTION: N -01; \$45,014 P/A –N-18; \$79,338 P/A

The Government of Guam may offer competitive benefit packages, which includes retirement (Defined Contribution Plan 401 and 457), health insurance plans, cafeteria plan, an Employee Assistance Program, annual and sick leave, paid holidays and life insurance. For additional information regarding the Government of Guam Retirement, please visit www.ggrf.com. For other inquires please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above can apply. The appointing authority for the above department/ agency has identified this position as a career development opportunity for his/her employees pursuant to rule 4.101.A1

Qualification Requirements

Two (2) years of experience as an Accountant II or equivalent work including the preparation of formal financial statements under an automated accounting system 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

Two (2) years of experience as a Accountant II or equivalent work, including the preparation of formal financial statements under an automated accounting system and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia.

Three (3) years of experience as an Accountant II and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester hours of accounting/auditing subjects.

Nature of work

This is complex supervisory and professional accounting work involved in the preparation and analysis of financial statements for a complex governmental centralized accounting function. Employees in this class perform the full range of specialized professional work and supervise professional staff.

Illustrative Examples of Work

Supervises the formal preparation of financial statements and reports for General Funds, Special and Trusts Funds or related funds as needed; analyzes various financial information of a wide variety for appropriate recommendations. Supervises the preparation of receipts and disbursement schedules, expenditures against budget schedules and appropriation summaries; reconciles cost balances. Evaluates a variety of financial reports for internal consistency and validity such as BACIS Batch Input Transaction Report, Detail by Program Report, Budget Overdrawn Report, Vendor Code and other automated outputs. Supervises the installation of special accounting systems and related procedures in establishment which cannot use standardized systems. Analyzes the financial aspect relationship of cost to the major accounting structure such as codification of accounts, different appropriation accounts and budgetary elements; analyzes cash collections received on a daily basis; controls to assure sufficient flow of current payables; evaluates the effect of deficits. Analyzes trend projection for top management review pertaining to cash flow status and projection. Evaluates or recommends fiscal policy that should be followed such as tight policy or balanced budget. Invest cash accounts with the concurrence of top management review within the cognizance of legislative constraints. Prepares various administrative reports and correspondences. Performs related duties as required.

Knowledge, Abilities & Skills

Knowledge of the theory, principles, and practices of accounting including governmental, cost and/or plan utility accounting. Knowledge of the principles and practices of management. Knowledge of electronic data programming, equipment and system analysis. Ability to review or interpret administrative policies, procedures, and practices. Ability to utilize the capability of an automated accounting system. Ability to prepare formal financial statements, reports, and balance sheet. Ability to analyze accounting relationships in order to assess deficit, cash flow, cause-effect for projection of governmental solvency. Ability to recommend and evaluate fiscal policies for a uniform government action. Ability to supervise the work of others. Ability to supervise the review for internal consistency and validity of BACIS Batch Input Transaction Report, Detail by Program Report, and Budget Overdrawn Report. Ability to understand and apply various principles, practices, and procedures of the budgeting and accounting information system. Ability to work effectively with the public and employees. Ability to communicate effectively orally and in writing.

Minimum Educational Requirements

All new employees (meaning not a current government of Guam employee to include reemployment/re-appointment eligibles), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by the DOA Human Resource Manager.

ACCOUNTANT III (DEPARTMENTAL)

Documentation Requirements

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an educational institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. **If you wish to claim for any preference points, please read the employment application General Instruction page for additional information. If you have any questions, please contact the Recruitment Branch at 475-1141/1128/1120**

Suitability Determination Form

Your employment application will not be deemed completed unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2. If you answer "yes", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability form if anything occurred that warrants updating your responses on your Suitability Form after you have submitted your application.

Prohibition Pursuant to P.L. 28-98

No person convicted of a sex offense under the provision of chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

Examination Requirements

Written test not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

Interviewing Procedures

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

Employment Medical Examination

All applicants accepting employment must undergo a medical examination and be declared by the physician as capable of performing the duties of the position being hired for.

Work Eligibility

When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as condition of employment.

Drug Screening

Applicants selected for and offered employment with the Government of Guam shall undergo and pass a mandatory drug test before being employed. This also applies to employees selected for Test Designated Positions (TDP), failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.

Police & Court Clearances Requirements


If selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any conviction or conditions that would warrant rescinding the job offer, and pass the drug test you will be notified of your start date.

Where to Apply

Submit job applications at the Department of Administration, Human Resources Division 2nd floor, ITC building, Tamuning, between the hours of 8:00 a.m. – 5:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodation should contact this office prior to any scheduled examinations or interviews.**

For More Information

Call or visit us at the Department of Administration, Human Resources Division at (671)475-1141/1128 or the Department of Labor, One Stop Career Center at (671) 475-6400. In addition, job announcements and job application forms are accessible to Department of Administration's website at www.hr.doa.guam.gov. Also, job applications can be downloaded from www.govguamdocs.com or email to doajobs@doa.guam.gov


For: SHANE G. J. NGATA
PERSONNEL SERVICES ADMINISTRATOR
HUMAN RESOURCES DIVISION

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATION.