



EDWARD M. BIRN
Director (Direktot)

EDITH C. PANGELINAN
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)

Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO
Governor (Maga'håga)

JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'åhi)

OPEN COMPETITIVE EXAMINATION

To establish a list for the position of
CHIEF FINANCIAL OFFICER
Announcement Number: DOA 118-19

Open: August 8, 2019 Continuous

GENERAL PAY PLAN (GPP)

OPEN: U-01; \$81,522 P/A –U-10; \$111,913 P/A
PROMOTION: U-01; \$81,522 P/A –U-18; \$143,682 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 inquiries please visit Department of Administration website www.hr.doa.guam.gov

Who Can Apply

Open to all government of Guam employees and the public.

Qualification Requirements

Ten (10) years of progressive experience in senior level finance or accounting in a large public or private entity, five (5) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field, and graduation from a recognized college or university with a Master's Degree in Accounting, Finance, Economics, Business or Public Administration, or a recognized professional qualification; or

Seven (7) years of progressive experience in senior level finance or accounting position in a large public or private entity, nine (9) years of supervisory experience in two (2) of the following: accounting, auditing, budgeting or closely related field and graduation from a recognized college or university with a Bachelor's Degree in Accounting, Finance, Economics, Business or Public Administration, or a recognized professional qualification.

Preferred Qualifications

A valid and current Certified Public Accountant (CPA) Certificate is preferred, but not required.

Nature of work

This is highly responsible administrative and management work in accounting and budgeting as the manager of the central accounting department for the General Fund, Special Funds and government-wide funds for the government of Guam. The Chief Financial Officer advises the Director of Administration on all matters pertaining to the management and performance of, in accordance with Government Accounting Standards Board pronouncements, financial operations, control and reporting, including accounts receivable, accounts payable, fixed assets, budget management and control, department and agency allotments and disbursements, budget preparation, financial information systems, credit management, collections, fiscal planning, financial statement preparation, investing and payroll. The Chief Financial Officer helps to promote a customer-management service attitude and serves as the executive officer directly responsible for providing leadership and general management of the Division of Accounts, Department of Administration.

An employee in this class is the highest level accounting position responsible to manage complex budget, accounting and payroll functions having government-wide impact. Work involves wide latitude for independent judgement and discretion in the performance of assigned duties to develop, plan, coordinate and implement budget and fiscal operations to meet the direction of the Director of Administration. The position manages accounting, payroll and Treasurer of Guam departments.

Illustrative Examples of Work

Create, coordinate and evaluate the financial programs and supporting information systems of the Department of Administration (DOA) to include budgeting and safeguarding of assets for the governmental funds and government-wide funds. Oversee the approval and processing of revenue, expenditure and fund balance documents, department budgets, salary updates, general ledger, account maintenance and data entry for governmental funds and government-wide funds. Oversee all aspects of accounting, including cash flow planning, reporting, organizational and departmental budgeting and forecasting. Ensure the timely and accurate preparation of financial statements, financial reports, special analysis and information reports that are used by the staff of the administration's departments, the Legislature of the government of Guam and bond rating agencies. Approve and coordinate changes and improvements in automated financial and management information systems used by DOA. Analyze cash flow, cost control and expenses. Analyze financial statements to identify and correct weak areas and provide recommendations and solutions. Develop and implement finance, accounting, billing and auditing procedures and ensure compliance with local, state and federal reporting requirements. Ensure compliance with federal financial standards as required by Single Audit (OMB Circular A-133). Ensure records systems are maintained in accordance with generally accepted accounting principles. Interact with senior accounting staff to provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations. Serve as a member of executive leadership teams. Serve on planning and policy making committees. Ensure financial alignment with departmental plans and goals. Establish and monitor government of Guam investment strategies and policies in accordance with the objectives set by the Director of Administration. Develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems. Establish and implement short and long range finance departmental goals, objectives, policies and operating procedures. Manage a complex financial system consisting of multiple/varied funds (general fund, grants, capital projects, charge-backs, etc.). Establish standard financial policies, procedures and processes for use by fiscal and operational staff; supervise and direct data collection for the preparation and maintenance of financial reports. Oversee preparation of the annual budget, grant budgets and related accounting and budget work; monitor expenditures in accordance with budget allocations; review and approve budget transfer requests. Manage the establishment of fiscal goals, audits of financial documents and the preparation and maintenance of fiscal reports. Meet with the auditors to respond to questions and determine any adjustments as a result of findings. Responsible for the development and distribution of applicable budget and payroll information to department managers, supervisors and other staff. Appear before the Guam Legislature to present information related to the development and execution of the annual department budget. Ensure consistent interpretations of laws, rules, policies, and procedures. Has authority to evaluate budget and fiscal system performance and make ongoing adjustments. Establish and supervise comprehensive fiscal processes, procedures and controls in accordance with federal, state and local regulatory requirements and Generally Accepted Accounting Practices (GAAP). Perform related work as required.

CHIEF FINANCIAL OFFICER OPEN COMPETITIVE EXAMINATION

Knowledge, Abilities & Skills

Knowledge of federal, state and local laws, rules and regulations related to fiscal operations such as financial management, control and budgeting. Knowledge of accepted U.S. Accounting Practices, Governmental Accounting Standards Board (GASB) pronouncements, theories, concepts and terms. Knowledge of economic principles and practices, global financial markets and banking. Knowledge of fiscal management, administrative procedures and relevant laws and regulatory department/agency requirements. Knowledge of financial accounting presentation and related software. Ability to analyze complex fiscal problems and to make sound policy and procedural solution recommendations. Ability to implement recommendations independently and through the direction of subordinate staff. Ability to communicate effectively both verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds. Ability to coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner. Skill in performing analysis and making recommendations for the development, implementation and maintenance of financial management and accounting systems.

Minimum Educational Requirements

All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job, pursuant to Public Law 29-113.

Documentation Requirements

To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification. For more information, please contact the Recruitment Branch at 475-1141/1120/1174.

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

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. In addition, job announcements and employment application forms are accessible to download at Department of Administration's website at www.hr.doa.guam.gov. For further information, you may email doajobs@doa.guam.gov.


For: SHANE G. L. 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.