

**DEPUTY FINANCIAL MANAGER (DOA)****NATURE OF WORK IN THIS CLASS:**

This is responsible professional managerial accounting work, which includes supervisory responsibilities within the Division of Accounts and serves as an advisor in directing and instructing the Financial Management Division in cash management activities and financial management and accounting internal controls.

This position is responsible for assisting the Financial Manager in directing the government of Guam's financial goals, objectives, and budgets, overseeing the investment of funds and supervising cash management activities. Work is performed under general direction of the Financial Manager.

**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.)**

Assist the Financial Manager in advising and coordinating financial management matters for departments/agencies such as developing, consolidating, modernizing and maintaining integrated accounting and financial management systems, improving quality of financial data and information standards, strengthening internal controls and developing legislation affecting financial operations and organizations.

Provide the Financial Manager weekly cash disbursements requirement to be incorporated in the cash management report.

Review cash management activities for federal draw downs to ensure compliance with the Cash Management Initiative Act Agreement.

Review the BACIS to determine if functions comply with mandates outlined by public laws or executive orders.

Assists the Financial Manager in recommending and advising the Bureau of Budget and Management Research as to which funds types are insufficient to release allotments.

Review and provide recommendations to the Financial Manager on bills established through legislation and attend legislative hearings.

Assist the Guam Economic Development and Commerce Authority in compiling data such as cash collections and disbursements as well as the government of Guam's liabilities to issue new bonds for the government of Guam.

Assist line departments/agencies in preparing financial reports from non-appropriated checking accounts.

Compile statistical data from various departments/agencies for the Comprehensive Annual Financial Report for the government of Guam.

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Responsible for facilitating the process of performance audits conducted by the Office of the Public Auditor, ensuring cooperation of employees and availability of the Division of Accounts policies and procedures.

Manage and supervise the accounting of financial statements for the bond funds of the Tourist Attraction Fund, Territorial Highway Fund and the General Obligation Bonds.

Manage and supervise the accounting of financial statements for the special revenue funds

Review monthly revenue and expenditure reports.

Review Quarterly/Annual Financial Statements.

Perform related work as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of management, budget, and financial management principles and practices.

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Knowledge of federal and local laws, policies, regulations and procedures relating to financial management and control and budgeting.

Knowledge of principles and processes involved in organizational planning, coordination, and execution which includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.

Ability to develop an integrated financial service program which covers developing budget plans, controlling expenditures and related activities.

Ability to analyze, identify and implement information technology solutions in a complex setting.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:**

- A. Six (6) years of executive or administrative experience with financial management responsibilities in a large public service organization and graduation from a recognized college or university with a Master's degree in accounting, finance, economic, business or public administration or related field; **OR**


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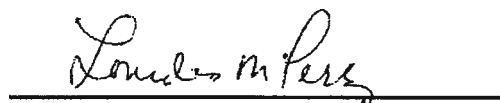
- B. Seven (7) years experience as a Controller or Chief Financial Officer responsible for general accounting and fiscal services and graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economic, business or public administration or related field.

**ESTABLISHED:** DECEMBER 2006

**PAY GRADE:** S  
**STEP 1:** \$48,680  
**STEP 10:** \$73,020

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|------------------------|-------------------------|------------------|-------------------|
| <b>HAY EVALUATION:</b> | <b>KNOW HOW:</b>        | <b>F II 3</b>    | <b>400</b>        |
|                        | <b>PROBLEM SOLVING:</b> | <b>F 4 (50%)</b> | <b>200</b>        |
|                        | <b>ACCOUNTABILITY:</b>  | <b>F I P</b>     | <b><u>230</u></b> |
|                        | <b>TOTAL POINTS:</b>    |                  | <b>830</b>        |

  
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**FELIX P. CAMACHO**  
**GOVERNOR OF GUAM**

  
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**LOURDES M. PEREZ**  
**DIRECTOR**  
**DEPARTMENT OF ADMINISTRATION**