

NATURE OF WORK IN THIS CLASS:

This is highly responsible professional managerial finance and accounting work involved in the formulation, direction, maintenance and control of the financial management program, activities and operations of the central accounting departments within the Division of Accounts, Department of Administration.

This position assists the Chief Financial Officer in directing the government of Guam's financial goals and objectives and is responsible in overseeing complex budget, accounting and payroll functions having government-wide impact. An employee in this class works with wide latitude and exercises independent judgment in accordance with established applicable laws, rules, regulations, accounting system and principles and program objectives. Work is performed under general direction of the Chief Financial Officer.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples represent many of the duties which may be assigned to incumbents of this position. However, it may not include all duties that are required of the position.)

Advises and coordinates financial management matters for departments/agencies government-wide, such as developing, consolidating, modernizing and maintaining integrated financial and accounting management systems, improving quality of financial data and information standards, strengthening internal controls and developing legislation affecting financial operations and organizations.

Directs and manages the government of Guam's financial goals, objectives and budgets.

Monitors the financial execution of the budget in relation to actual expenditures, including timely financial reports.

Develops, coordinates and implements a computerized accounting system and fixed asset accounting program.

Oversees control of various accounts including Federal Funds; reviews monthly revenue and expenditure reports; quarterly/annual financial statements and fiscal reports for General Funds, Special and Trust Funds and related funds as needed.

Develops procedures and guidelines in the formulation and administration of the budget, billing and collection activities and other related fiscal functions.

Provides advice and recommendations on problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with legislative or administrative procedures and requirements.

Develops policy and program planning to improve or enhance current accounting practices and procedures.

ASSISTANT CHIEF FINANCIAL OFFICER (DOA)

2.369

Analyzes reports, financial statements, and other records, using accepted accounting procedures to assess financial conditions to assist in the facilitation of financial planning and fiscal policy.

Oversees the investment of funds and supervise cash management activities; invests cash accounts with the concurrence of top management review within the cognizance of legislative constraints.

Ensures compliance with legal regulations and fiscal accountability in regard to bond indentures, internal and external audits and Special Revenue Funds to ensure compliance and fiscal accountability

Provides recommendations and advisement to the Bureau of Budget and Management Research as to which fund types are insufficient to release allotments.

Review and provide recommendations on bills established through legislation and attend legislative hearings.

Reviews, corrects and advises the Department of Revenue and Taxation of any erroneous postings to tax revenues.

Assists the Guam Economic Development and Commerce Authority in compiling required 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.

Compiles financial reports on non-appropriated checking accounts maintained by line departments/agencies.

Compiles required supplemental schedules and statistics for the Comprehensive Annual Financial Report for the government of Guam.

Review and prepares a response to performance audits conducted by the Office of the Public Auditor.

Oversees the recruitment and selection of potential personnel as well as provide training for personnel to carry out financial management functions.

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.

Knowledge of the Generally Accepted Accounting Principles (GAAP), Generally Accepted Government Accounting Standards (GAGAS), and practices of accounting.

Knowledge of the functions and organization of the government of Guam and the principles and practices of public administration as they apply to governmental accounting.

Knowledge of automated accounting systems and associated software including the Financial Management Information Systems (FMIS).

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 analyze legal, operational, statistical and financial data and reports; apply sound budgetary and fiscal theories and principles.

Ability to develop and maintain effective budgetary control policies and procedures and accounting information systems; devise solutions and/or recommend changes to regulations, policies and procedures.

Ability to make decisions in accordance with appropriate guidelines and make recommendations concerning current financial problems.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with coworkers, representatives of other agencies and the general public.

Skill in recognizing and identifying potential and existing financial system problems.

Skill in the analysis and interpretation of complex financial data and audit findings effectively, efficiently and accurately.

Skill in the preparation of financial statements, balance sheets and comprehensive statistical and graphic reports.

MINIMUM EXPERIENCE AND TRAINING:

- A. Seven (7) years of executive or administrative experience with financial management responsibilities in a large public service organization, three (3) years in a supervisory

ASSISTANT CHIEF FINANCIAL OFFICER (DOA)**2.369**

capacity, and graduation from a recognized college or university with a master's degree in accounting, finance, economics, business administration or related field; or

- B. Eight (8) years of professional managerial work responsible for general accounting and fiscal services, two (2) years in a supervisory capacity, and graduation from a recognized college or university with a bachelor's degree in accounting, finance, economics, business administration or related field.

NECESSARY SPECIAL REQUIREMENT

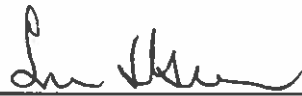
A valid and current Certified Public Accountant (CPA) Certificate

ESTABLISHED: MAY 2026

PAY GRADE: T

HAY EVALUATION:	KNOW-HOW:	F II 3	460
	PROBLEM SOLVING:	F 4 50%	230
	ACCOUNTABILITY:	F 2 S	<u>264</u>
	TOTAL POINTS		954


EDWARD M. BIRN
Director, Department of Administration


LOURDES A. LEON GUERRERO
Governor of Guam