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**DEPARTMENT OF
ADMINISTRATION**
DIPATTAMENTON ATMENESTRASION

HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
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LOURDES A. LEON GUERRERO
Governor (Maga'håga)

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

August 17, 2026

HRD NO.: 26-358

MEMORANDUM

To: Director of Administration

From: Personnel Services Administrator, Human Resources Division

Subject: **Proposed Creation and Amendment of Positions**
RE: Treasury Cashier, Treasury Cashier Specialist (DOA), and Treasury Cashier Supervisor

Buenas yan Håfa Adai! This is to respectfully request your approval for the creation and establishment of classification specifications for the Treasury Cashier Specialist (DOA) in the classified service under the Financial Management Division of the Department of Administration (DOA).

The creation is based on the Classification and Pay Branch's review of the duties and responsibilities currently being performed by the positions that exist on the current staffing pattern for the Treasurer of Guam Section. Cashiers within the Treasurer of Guam are uniquely tasked with receiving, accounting and depositing of all monies collected from various agencies throughout the government of Guam. The creation of the Treasury Cashier Specialist position is essential in providing additional resources to carry out the overall mission of DOA and ensuring accurate reconciliation of payments and deposits, cashier transactions, and resolution of discrepancies or errors.

In addition to the creation of the above-mentioned positions, it is also necessary to update the job standards to accurately reflect the duties and responsibilities of the Treasury Cashier and Treasury Cashier Supervisor positions. The centralized administration of treasury cashier operations and activities necessitates a higher level of accountability and management to ensure accurate cashiering work involving the receiving and accounting of all monies received from agencies government-wide and by the general public.

Accordingly, the following is our recommended Hay Evaluation for the proposed positions:

POSITION TITLE	CURRENT PAY GRADE	PROPOSED PAY GRADE	KNOW HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS
Treasury Cashier (DOA)	G	I	D I 1 132	C 2 29% 29	C 1 C 33	194
Treasury Cashier Specialist (DOA)	(NEW)	J	D I 2 132	C 3 29% 38	C N IV 50	220
Treasury Cashier Supervisor (DOA)	I	K	D I 3 175	D 3 29% 50	D 1 C 57	282

Upon approval of this request, the proposal will be posted on the Department of Administration's website for a period of ten (10) working days, pursuant to 4 GCA §6303 (c)(2). Additionally, electronic copies will be provided to the various local media outlets to fulfill the transparency and disclosure requirements. After the 10-day period has expired, the proposed job specification will be sent to the Governor for final approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1131/1174/1201.
Dangkolo na Agradesimiento!



For:
TONY C. AGUON

Attachment

☒ APPROVED

☐ NOT APPROVED



EDWARD M. BIRN
Director of Administration

Date: 8/18/26

NATURE OF WORK IN THIS CLASS:

This is complex cashiering work involving the receiving and accounting of money within the Treasurer of Guam under the Financial Management Division of the Department of Administration.

Employees in this class perform the full range of complex cashiering work involving the receipt of monies in the form of cash, check, debit or credit card or money order from the general public, processing and reconciling payments and deposits from various agencies throughout the government of Guam and maintaining records to ensure conformance to pertinent laws, rules and regulations. Employees serve as a lead on assigned projects and activities having a government-wide impact including independent work in various specialized projects or programs.

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.)

Performs all duties assigned to the Treasury Cashier in addition to advanced technical and program responsibilities.

Monitors and maintains change funds at each site location to ensure adequate funds are available for daily operations.

Reviews cashier transactions, reconciliations and reports for accuracy; provides technical guidance and refers unresolved discrepancies to the supervisor.

Assists with the process and monitoring of returned items received from banks, including dishonored checks.

Verifies change funds and ensures adequate denomination of money for daily transactions; reconciles and balances change fund at beginning and end of each shift.

Receives and records over the counter and mail-in payments for fees or services provided by various agencies government-wide; issues receipts and any change due to patrons.

Verifies authorization in processing credit card transactions.

Inspects and examines currency to detect counterfeit, foreign or damaged currency; verifies and inspects checks received to ensure proper amount, date, signature and endorsement.

Validates and reconciles official receipts from the various governmental departments and agencies including semi-autonomous and autonomous agencies; prepares daily revenue report.

Reports unusual reporting data and/or mathematical discrepancies to the appropriate branch and supervisor for corrective action.

Prepares deposit slips for various government agencies for respective bank accounts.

Posts all payments received into appropriate accounts in Isla Pay system utilizing assigned revenue codes for financial reporting.

Reconciles cash receipts and prepares daily cash reports; balances general ledger daily on general fund.

Performs all technical processes and procedures of assigned program area in accordance with established rules, regulations and policies.

Responds to complaints or concerns from customers, tax payers, employees and the general public; reports incidents to supervisor.

Coordinates and leads the training of and provides technical guidance to subordinate Treasury Cashiers.

Collaborates with agencies government-wide in coordination of technical processes and operational efficiency.

Communicates and coordinates with representatives of other agencies to review reports of inconsistencies or discrepancies with deposits and/or receipts or to obtain additional information.

Prepares and generates reports for supervisory review.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the various negotiable instruments used in everyday business transactions.

Knowledge of office practices and procedures.

Knowledge of the methods and procedures of receiving, recording, depositing and accounting for cash receipts.

Knowledge of computer operating software such as spreadsheet, word processing, and database management systems.

Ability to interpret and apply laws, rules, regulations, policies, procedures and other program requirements.

Ability to accurately count money and tabulate receipts.

Ability to operate point of sale/register system, adding and calculating machines, and other office equipment.

Ability to maintain records and prepare reports.

Ability to train and provide technical guidance to subordinate Treasury Cashiers.

Ability to analyze and resolve complex cash, receipt, deposit and reconciliation discrepancies.

Ability to coordinate technical processes and operational activities involving multiple government agencies.

Ability to prepare technical, operational and management reports.

Ability to establish and maintain effective and cooperative working relationships with departmental staff, other employees, and the general public.

Ability to communicate effectively, both orally and in writing.

Skill in performing arithmetic computations and handling large volume of cash bills.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of progressively responsible cashiering or bank teller experience, including reconciliation, leadwork or training duties and graduation from high school or attainment of a General Education Development (GED); or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: AUGUST 2026

PAY GRADE: J (GPP)

TREASURY CASHIER SPECIALIST (DOA)
(Proposed Creation)

0.417

HAY EVALUATION:	KNOW-HOW:	D I 2	132
	PROBLEM SOLVING:	C 3 29%	38
	ACCOUNTABILITY:	C N IV	<u>50</u>
	TOTAL POINTS -		220

EDWARD M. BIRN
Director of Administration

LOURDES A. LEON GUERRERO
Governor of Guam