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JOB ANNOUNCEMENT

"OPEN COMPETITIVE EXAMINATION"

TO ESTABLISH A LIST FOR THE POSITION OF:

ACCOUNTANT III

SALARY: Open: N-1 \$45,014 P/A - N-7, \$56,268 P/A
Prom: N-1 \$45,014 P/A - N-18, \$79,338 P/A

Announcement No: GGRF-17-04

Opening Date: FEBRUARY 27, 2017
Closing Date: MARCH 20, 2017

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: *(Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)* Supervises the formal preparation of financial statements and reports for General Funds, Special and Trust Funds or related funds as needed, analyses 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, Detailed 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 system. Analyzes the financial aspect relationship of cost to the major accounting structures such as codification of accounts, different appropriation accounts and budgetary elements; analyzes cash collections received on a daily basis; controls to assure sufficient cash flow of current payables; evaluates the effect of deficits. Analyzes trend projection for top management review pertaining to cash flow status and projection. Evaluates and recommends fiscal policy that should be followed such as tight policy of balanced budget. Invests cash accounts with the concurrence of top management review within the cognizance of legislative constraints. Prepares various administrative reports and correspondences. Performs related work as required.

KNOWLEDGE, ABILITIES, AND 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 governmental action. Ability to supervise the work of others. Ability to supervise the review for internal consistency and validity of BASIC Batch Input Transaction Report, Detail by Program Report, and Budget Overdrawn Report. Ability to understand and apply the 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.

QUALIFICATION REQUIREMENTS:

- A. 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
- B. 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 possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination.

- C. 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.

MINIMUM EDUCATIONAL REQUIREMENTS: All new employees (exclusive of a current Government of Guam employee to include re-employment/reappointment eligibles), shall be required to have a high school diploma or equivalent as allowed by P.L. 29-113 when applying for a position. Applicants claiming degrees or credit hours are required to provide an official or verified copy of their transcripts, high school diploma, or GED certification.

EXAMINATION REQUIREMENTS: A written examination is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DRUG SCREENING: All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualification.

WORK ELIGIBILITY: Public Law 99-603 (8 USC Section 132A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam Retirement Fund requires:

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| * Certified Birth Certificate | * Government of Guam I.D. Card |
| * U.S. Passport | * Original Social Security Card |
| * Naturalization Card | * Other proof of work eligibility |

POLICE & COURT CLEARANCE REQUIREMENTS: Submission of a police & court clearance must be accompanied with your employment application. The clearances must not be more than one (1) month old. The cost of the clearances is your responsibility. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

PURSUANT TO PUBLIC LAW 28-98: "No person convicted of a sex offense under the provisions 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."

SUITABILITY DETERMINATION FORM: Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If this is not complete, or missing from your application, your application for the position will be rejected.

PRE-EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment with the Government of Guam Retirement Fund must take and pass an entry Physical Examination as a condition of continued employment. Expenses for the physical/medical examination must be paid by the applicant.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health and Social Services.

VETERANS PREFERENCE: Applicants claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge form). Verification from the Veteran's Administration is requested for those applicants claiming compensable disability.

HOW AND WHERE TO APPLY: Open to Government of Guam employees and the public. Applicants can obtain an "Application for Employment" form from the Director's Office 1st Floor, Retirement Fund Office in Maite, or download the application from the Fund's website at www.ggrf.com.

For further information, call or contact us at the Administrative Services Division at 475-8937 or 475-8900.


PAULA M. BLAS
Director, Retirement Fund

***"WE ARE AN EQUAL EMPLOYMENT
OPPORTUNITY EMPLOYER"***