



**OFFICE OF THE ATTORNEY GENERAL**  
 Government of Guam  
 Administration Division  
 590 S. Marine Corps Drive, Ste. 901  
 Tamuning, Guam 96913

**Elizabeth Barrett-Anderson**  
*Attorney General of Guam*

**Jacqueline Z. Cruz**  
*Chief of Staff*

**JOB ANNOUNCEMENT**

<p><i>To establish a list for the position of</i>  <b>ACCOUNTANT II</b>          (Position Code No. 2.331)</p>		<p><b>ANNOUNCEMENT NO.</b>            AG18-JA29</p>
<p><b>PAY GRADE/SALARY</b></p> <p><b>OPEN:</b>            M-1, \$40,762 P/A - M-10, \$55,958 P/A  <b>PROMOTION:</b>    M-1, \$40,762 P/A - M-18, \$71,844 P/A</p>		<p><b>AREA OF CONSIDERATION:</b>    OPEN</p> <p><b>APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:</b>  <b>OPENS:</b>        December 19, 2018  <b>CLOSES:</b>        CONTINUOUS</p>
<p><b>QUALIFICATION REQUIREMENTS</b></p>	<p>A) Two (2) years of experience as an Accountant I or equivalent work 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</p> <p>B) One (1) year of experience as an Accountant I or equivalent work and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia.</p> <p>C) Three (3) years of experience as an Accountant I or equivalent work 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.</p>	
<p><b>NATURE OF WORK</b></p>	<p>This is complex professional and supervisory accounting work. Employees in this class perform the full range of complex professional accounting duties, including independent work in specialized areas of the profession, and generally include supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.</p>	
<p><b>ILLUSTRATIVE EXAMPLE OF WORK</b></p>	<p>Responsible for the accounting operations of a department/agency; supervises and participates in the maintenance and preparation of department/agency records and accounts. Makes accounting decisions and provides accounting advice on a wide variety of problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with mandated requirements. Interprets summaries, analysis, reports and a variety of complex financial statements, advises management concerning current financial problems, future programs or financial implications involved in policy decisions; participates in policy and program planning. Supervises and participates in the audits of financial records. Coordinates accounting activities with other divisions and central accounting office. Performs related work as required.</p>	
<p><b>KNOWLEDGE, ABILITIES &amp; SKILLS</b></p>	<p>Knowledge of the principles and practices of accounting. Knowledge of the basic principles and practices of management. Knowledge of basic principles and practices of electronic data processing. Ability to interpret and apply pertinent laws, rules and regulations governing the accounting of government funds. Ability to make decisions in accordance with appropriate guidelines. Ability to design and modify accounting systems and prepare complex financial records and statements. Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions. Ability to supervise the work of others. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing.</p>	
<p><b>MINIMUM EDUCATIONAL REQUIREMENTS</b></p>	<p>All new employees (defined as excluding current government of Guam employees, or former government of Guam who are eligible for re-employment or reappointment), shall be required to have a high school diploma or equivalent as allowed by Public Law 29-113 when applying for a position, with the exception of those positions listed on the list approved by Attorney General.</p>	

<b>DOCUMENTATION REQUIREMENTS</b>	Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas. The diploma, degree, or credits required must come from an education institution that is accredited or recognized by either its government or a government recognized accrediting agency. This applies to all new employment after October 1, 2008 pursuant to Public Law 29-113. If you wish to claim for any preference points, please read the employment application General instruction page for additional information. If you have any questions, please contact Administration Division at 475-3324 extension 5110/5115/5120.
<b>PROHIBITION PURSUANT TO P.L. 28-98</b>	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.
<b>EXAMINATION REQUIREMENTS</b>	A written test is not required. Applicants will be rated on a scale between 70.00 and 100.00 percent on the basis of training, education and experience in relation to the minimum requirements of the position.
<b>INTERVIEWING PROCEDURES</b>	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
<b>EMPLOYMENT MEDICAL EXAMINATION</b>	All applicants accepting employment must undergo a medical examination and be declared by a physician as capable of performing the duties of the position being hired for.
<b>WORK ELIGIBILITY</b>	When offered a position, you will be required to provide proof of identity and eligibility for employment in the United States as a condition of employment.
<b>DRUG SCREENING</b>	Applicants selected for an 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 Testing Designated Position (TDP). Failure to submit or pass such drug test shall be grounds for rescinding the offer of appointment.
<b>VETERAN'S PREFERENCE</b>	Applicants claiming veteran's preference are required to provide a copy of their DD-214 (military discharge form). Those claiming compensable disability are required to provide a copy of a letter from the Veteran's Administration.
<b>WHERE TO APPLY</b>	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, Ste. 901, 9 <sup>th</sup> floor, Tamuning, Guam 96913. Office hours are between 8:00 a.m. - 5:00 p.m., Monday through Friday. In addition, job announcements and job application forms are accessible on our website at <a href="http://www.guamag.org">www.guamag.org</a> . <b>Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.</b>
<b>FOR MORE INFORMATION</b>	Contact our Office at (671) 475-3324 extensions 5110/5115/5120 or <a href="mailto:hr@guamag.org">hr@guamag.org</a> , or visit us at 590 S. Marine Corps Drive, ITC Building, Ste. 901, 9th floor, Tamuning, Guam 96913

  


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**JACQUELINE Z. CRUZ**  
 Chief of Staff

**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.**