



OFFICE OF THE ATTORNEY GENERAL

Government of Guam
Administration Division
590 S. Marine Corps Drive, Ste. 901
Tamuning, Guam 96913

Leevin Taitano Camacho
Attorney General

JOB ANNOUNCEMENT

To establish a list for the position of
**ACCOUNTING TECHNICIAN
SUPERVISOR**
(Position Code No. 2.325)

PAY GRADE/SALARY

OPEN: K-1, \$33,911 P/A - K-10, \$46,553 P/A
PROMOTION: K-1, \$33,911 P/A – K-18, \$59,768 P/A

ANNOUNCEMENT NO. AG19-JA16

AREA OF CONSIDERATION: DEPARTMENTAL

APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
OPENS: May 29, 2019
CLOSES: June 11, 2019

**QUALIFICATION
REQUIREMENTS**

- A) Four years of experience in bookkeeping work and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or
- B) Three years of experience in bookkeeping work and completion of a bookkeeping diploma program (48 quarter hours) from a recognized business college; or
- C) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NATURE OF WORK

This is supervisory and complex bookkeeping and financial reporting work with responsibility for all bookkeeping functions of a department/agency.

**ILLUSTRATIVE
EXAMPLE OF WORK**

- Supervises the daily bookkeeping activities of a department/agency.
- Supervises and participates in the preparation of financial status reports, revenue reports and other financial statements; makes analysis of projects in contracts and grants for over expenditures and cost share reports; submits periodic report to federal government in accordance with reporting guidelines and requirements.
- Exercises judgement in relating accounting regulations and bookkeeping principles to day-to-day transactions performed by others in preparing and interpreting financial reports and in making transfers of funds between accounts.
- Administers and implements statutory requirements relative to accounting for federal grant-in-aid and/or local funding.
- Devises or recommends and administers changes in accounting procedures, forms and other internal control measures.
- May prepare budget request for the department/agency.
- Performs related duties as required.

**KNOWLEDGE,
ABILITIES & SKILLS**

Knowledge of bookkeeping principles and practices. Ability to supervise the work of others. Ability to interpret and apply laws, regulations, policies, procedures, and related accounting guidelines and requirements. Ability to make decisions in accordance with program guidelines. Ability to make arithmetic computations with speed and accuracy. Ability to work effectively with employees and the public. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the operation of calculators and similar office equipment.

**MINIMUM
EDUCATIONAL
REQUIREMENTS**

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.

**DOCUMENTATION
REQUIREMENTS**

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.

PROHIBITION PURSUANT TO P.L. 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.
EXAMINATION REQUIREMENTS	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.
INTERVIEWING PROCEDURES	A personal interview or interview by telephone (if off-island) will be held by the Office for all eligible's referred via certification.
EMPLOYMENT MEDICAL EXAMINATION	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.
WORK ELIGIBILITY	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.
DRUG SCREENING	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.
VETERAN'S PREFERENCE	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.
WHERE TO APPLY	Submit job applications in person or by mail to the Office of the Attorney General, 590 S. Marine Corps Drive, ITC Building, 9 th 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 www.oagguam.org . Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.
FOR MORE INFORMATION	Contact our Office at (671) 475-3324 extensions 5110/5115/5111/5120 or hr@guamag.org , or visit us at 590 S. Marine Corps Drive, ITC Building, 9th floor, Tamuning, Guam 96913



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.