



JOB ANNOUNCEMENT
"OPEN COMPETITIVE EXAMINATION"

TO ESTABLISH A LIST FOR THE POSITION OF:

ACCOUNTING TECHNICIAN II

SALARY: Open: I-1, \$28,595 P/A - I-7, \$35,744 P/A
Prom: I-1, \$28,595 P/A - I-18, \$50,399 P/A

Announcement No: GGRF-18-01

Opening Date: MAY 21, 2018
Closing Date: JUNE 4, 2018

WHO CAN APPLY: Open to all government of Guam employees and the public.

NATURE OF WORK: This is moderately complex bookkeeping work involved in the maintenance and summary of diversified accounts and bookkeeping records. Employees in this class may be in charge for the bookkeeping operation of a small department or agency and/or may supervise a small staff of lower level technicians or clerks.

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.)* Maintains diversified subsidiary accounts and bookkeeping records; prepares journal vouchers to effect adjustments on the general ledgers; posts to the general ledgers; reconciles records against the general ledgers or controlling accounts; prepares financial statements and fund status reports; operates calculator and related office equipment; may supervisor lower level technicians and clerks; performs related duties as required.

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of bookkeeping principles and practices; ability to make arithmetic computations with speed and accuracy; ability to learn BASIC accounting; ability to supervise the work of others may be required for certain assignments; 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.

QUALIFICATION REQUIREMENTS:

- A. One (1) year of bookkeeping work experience and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or
- B. 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.

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 educational degrees or credit hours are required to provide official or verified copies 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.

INTERVIEW PROCEDURES: A panel interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligible referred via certification.

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:

- | | |
|-------------------------------|-----------------------------------|
| * 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: Pursuant to Public Law 34-22 - Fair Chances Hiring Process Act, if selected for and offered employment with the Government of Guam, your selection will be conditional pending submission of a recent police and court clearance. The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit your police and court clearances. 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"***