The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its educational programs or activities.

A N N O U N C E M E N T

November 10, 2026

OPEN AND PROMOTIONAL EXAMINATION FOR THE FOLLOWING CLASS TO ESTABLISH A LIST OF ELIGIBLES (SUBJECT TO AVAILABILITY OF FUNDS):

Announcement No. **025-27**

Code No. Position Title
2.322 ACCOUNTING TECHNICIAN III

Salary Range:
Open: J-01 $37,913.00 – J-07 $47,391.00 Per Annum
Prom: J-01 $37,913.00 – J-18 $66,821.00 Per Annum

Opening Date: November 10, 2026
Closing Date: November 24, 2026

MINIMUM EXPERIENCE AND TRAINING:

a) Two years of experience in bookkeeping work and graduation from high school, including or supplemented by a two-semester course in bookkeeping; or
b) One year 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.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:
1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

NATURE OF WORK IN THIS CLASS:
This is complex bookkeeping and financial reporting work involving federal funds. Employees in this class maintain complete sets of books and financial records and prepare specialized reports requiring the interpretation of complex reporting requirements and guidelines; or have responsibility for the supervision of the maintenance of diversified sets of accounts and bookkeeping records in a central accounting office.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of bookkeeping principles and practices. Ability to make arithmetic computations. Ability to learn and apply BACIS accounting. Ability to interpret and apply complex federal funding requirements and guidelines. Ability to supervise the work of others may be required for certain positions. 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.

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 complete sets of bookkeeping records involving federal funds; prepares fund status and financial reports. Supervises the maintenance of diversified sets of accounts and book-keeping records. Operates calculators and similar office equipment. May prepare budget requests for the unit, agency or program. Performs related duties as required.

EDUCATION:
Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at https://uog.peopleadmin.com. Upon selection, the selected candidate will be required to submit an official transcript(s) to the University of Guam Human Resources Office.

VETERANS / DISABILITY PREFERENCE:
Applicants claiming veteran's preference points are required to provide a copy of the DD-214 (Military Discharge form). Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration. Applicants claiming disability preference should submit a Government of Guam Certification, Certified by the Director of Public Health and Social Services.

2.322 ACCOUNTING TECHNICIAN III #025-27

PREFERENTIAL HIRING STATUS:
As a recipient of an educational loan or merit scholarship, you are entitled to first offer of employment in accordance with Public Law 15-127 (notwithstanding any other laws which may supersede). To claim preferential hire, you must upload your eligibility letter from the University of Guam Financial Aid Office, along with your job application. Preference hiring is only awarded for initial employment. In addition, declining an offer will result in the removal of preferential hire status.

WORK ELIGIBILITY:
Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:
Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:
All applicants must submit an online job application through UOG's online employment portal system at https://uog.peopleadmin.com and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:
Information on the University's campus security and fire safety may be accessed at https://www.uog.edu/safety-security/.

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:
The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

Joseph Gumataotao (Nov 10, 2026 15:31:44 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Accounting.Technician.III.11/10/26
Approved by CHRO 11/10/26