



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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## ANNOUNCEMENT

**THE RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, 100% FEDERALLY FUNDED FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):**

**Position Title**

**Accounting Analyst II (EPSCoR)**

**JOB # RC-20-41**

**Application Deadline: 11:59 p.m. on July 17, 2020 (Chamorro Standard Time/UTC+10)**

Email RCUOG application, cover letter, resume and transcripts to [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu) or submit documents to the RCUOG office located at Dean Circle, House #24, UOG Campus. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employment-application> and can be submitted digitally along with supporting documents.

**Salary**

Grade L, Step 1 - Step 10 \$17.84 - \$24.49 per hour  
Full-Time Employee, 40 hours per week

**Benefits:**

Full-Time: Social Security, Medical and Dental Insurance, 4 hours annual leave and 4 hours sick leave per pay period, holiday pay, up to 3% 403(b) match based upon employee contribution of 3%.

The position begins on **August 3, 2020** and ends on **June 30, 2021** based on availability of funds with possibility of extension should additional funds become available.

**Location:**

UOG Dean Circle, House #4 (EPSCoR Office), University of Guam, Mangilao, Guam

**Minimum Qualifications:**

- Bachelor's degree in Accounting or closely related field;
- Three (3) years of grant budget management experience;
- Knowledge of the principles of accounting practices;

**Preferred Qualifications:**

- Experience in managing federal fund awards;
- Experience with Colleague-Datatel financial software;
- Ability to interpret financial regulations applicable to federal awards;
- Ability to prepare financial records and statements;
- Ability to work effectively with researchers, employees and the public at all levels;
- Ability to procure equipment, supplies and other items as requested;

**Character of Duties:**

- Assists the Guam EPSCoR Principal Investigator (PI) in budget management for research projects;
- Works collaboratively with accounting colleagues at the Office of Research and Sponsored Programs and the Research Corporation of the University of Guam;
- Maintains ledgers for research projects under Guam EPSCoR;
- Prepares financial reports for the National Science Foundation as required;
- Provides accounting decisions and makes recommendations to the Guam EPSCoR PI to meet the goals and objectives of Guam EPSCoR project;
- Interprets and analyzes financial statements;
- Procures equipment, supplies and other items as requested;
- Other duties as assigned;

**Police and Court Clearance:**

Pursuant to Public Law No. 28-24 and Executive Order No. 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.

**Selected Candidate** must provide official transcripts prior to hire date.

**Work Eligibility:**

- Submission of completed job applications authorizes the Research Corporation of 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.
- Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

UOG Station, Mangilao, Guam 96923

Tel: (671) 735-0336/0249/50/51 Email: [rcuoghr@triton.uog.edu](mailto:rcuoghr@triton.uog.edu)

The Research Corporation of the University of Guam is an equal opportunity employer and provider.

- 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 Research Corporation of the University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the Research Corporation of the University of Guam, you will be required to present valid documents to comply with this law.

The Research Corporation of 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 the application 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 and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).