



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, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Position Title

Accounting Specialist (RCUOG Core Administrative Team)

(JOB # RC-21-43)

Application Deadline:

11:59 p.m. on April 30, 2021 (Chamorro Standard Time/UTC+10)

Application Process:

1. Applicants must complete the RCUOG online job application at <https://www.uog.edu/rcuog/employment-application> or
2. Email RCUOG application, cover letter, resume and transcripts to rcuoghr@triton.uog.edu. The RCUOG application can be downloaded from <https://www.uog.edu/rcuog/employmentapplication> and can be submitted digitally along with supporting documents.

Salary

Grade P, Step 1, \$26.68 – Step 5, \$30.96 per hour
Temporary, Full-Time, 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 will begin on **May 03, 2021** and ends on **May 02, 2022**, based on availability of funds with possibility of extension should additional funds become available.

Location:

RCUOG Main Office, Dean Circle House #24, University of Guam, Mangilao, Guam

Minimum Qualifications:

- Master's Degree in Accounting from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of work experience relevant to the position;
- Three (3) years of supervisory experience;
- Three (3) or more years of experience in or familiarization with grants management;
- OR
- Bachelor's Degree in Accounting from a U.S. regionally accredited institution or foreign equivalent;
- Seven (7) years of work experience relevant to the position;
- Three (3) years of supervisory experience;
- Three (3) or more years of experience in or familiarization with grants management;

Minimum Knowledge, Abilities and Skills:

- Knowledge of federal guidelines and laws;
- Strong verbal and written communication skills;
- Competent in Microsoft Word, Excel, and PowerPoint;
- Ability to follow procedures;
- Strong organizational and time management skills with exceptional attention to detail;
- Ability to communicate and work effectively with others;

Preferred Qualifications:

- Possess one of the following: Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)

Character of Duties:

The Accounting Specialist provides comprehensive administrative support on all procurements, contractual, and fiscal matters and/or programmatic issues under the general supervision of the Senior Accounting Specialist at RCUOG. The Accounting Specialist performs various office duties in support of RCUOG operations relative to financial and personnel reporting activities, procurements, contractual and professional consulting agreements, and accounts payable. The duties include but are not limited to:

- Assisting in the development of internal systems to improve accountability of income and expenses related to the infrastructure support of RCUOG by revising policies/procedures, improving audit trails, improving record keeping and computerization of accounts;
- Monitoring internal systems ensuring accountability of revenue and expenses related to the infrastructure support of RCUOG by revising policies and procedures, improved audit trails, improved record keeping and computerization of accounts. Makes recommendations to the supervisor;
- Providing internal and external auditing services for RCUOG;
- Analyzing center operations, trends, costs, revenues, financial commitments to project future revenues and expenses, or to provide advice;
- Training users regarding P-Card use, travel authorizations, travel settlements, budgeting techniques, reading financial reports and basic office activities;
- Other duties as assigned;

UOG Station, Mangilao, Guam 96923

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

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

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.
- 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 104, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

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