



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

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ANNOUNCEMENT

June 03, 2026

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
(WERI – Water Quality Laboratory)**

(JOB # RC-26-40)

Application Deadline: 11:59 p.m. on June 10, 2026 (Chamorro Standard Time/UTC+10)

Application Process:

1. Applicants must complete the RCUOG online job application at UOG’s online employment portal at <https://uog.peopleadmin.com/>
or
2. Submit hardcopy documents to the RCUOG office located in House #24, Dean Circle, UOG Campus to apply.

For further questions, please email rcuoghr@triton.uog.edu

Salary

Grade K, Step 1, \$19.89 to Step 8, \$25.65 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%.

Minimum Qualifications:

- Bachelor’s degree in Accounting from a U.S. regionally accredited institution or foreign equivalent;

- Two (2) years of work experience in the accounting field;
- Employees under this category reconcile transactions by comparing and correcting data, certify funds, maintain subsidiary accounts, prepare reports and financial statements, prepare and post journal entries, review and help process payroll, and carryout project budgeting, accounting, purchasing, among other duties. Employees work independently with little supervision;
- Must possess a valid Driver's License;

Minimum Knowledge, Skills, and Abilities:

- Ability to lead and perform budget and finance monitoring and management of more than one fund source(s);
- Must be able to effectively communicate orally and in writing with team members, division head, and the public;
- Ability to work independently;
- Experienced in local or federal government procurement procedures and protocols;
- Knowledgeable and experienced in customer service;
- Skilled in multitasking between different tasks and responsibilities;
- Ability to complete tasks and duties within short deliverable timelines;
- Ability to train new staff in procedures and operational tasks, duties, and responsibilities as required by the division, its operations, and its standard operating procedures;
- Must be able to incorporate and adapt to dynamic changes in operations;
- Must be computer literate and proficient in Microsoft Office applications;
- Must be quick to learn new software and service platforms with improvements and changes within the division, department, and/or agency;

Character of Duties:

The Accounting Analyst II will work with guidance from the Water Quality Lab Manager to conduct professional level work, qualitatively and quantitatively, in a U.S. EPA certified research and commercial laboratory. This work includes, but is not limited to:

- Independently perform and coordinate administrative tasks, duties and responsibilities for the division, to name a few:
 - Customer service leading and handling;
 - Vendor and customer communications, inquiries, and requests;
 - Document verifications according to the division's laboratory quality assurance manual and administrative standard operating procedure(s);
- Independently perform daily receiving, preparing, reviewing, and processing of customer (i.e., public, inter-department, inter-agency, and local and federal government) jobs, quote requests, invoices, statement of accounts, payments, payables, receivables, and even budget transfers;
- Independently track, reconcile, and generate division's payables, receivables, and an array of revenue and expenditure funding sources between different software platforms and/or between multiple fund accounts;
- Perform regular account balance payments and deposits for and on behalf of the division;

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.

- Lead and participate in audits and inspections related to the division's accounting and procurement operations;
- Participate and/or lead reviewing process of customer contracts and agreements;
- Lead training of staff or interns as assigned by the division head;
- Prepare, document, review, and maintain technical administrative reports and records;
- Perform other duties as assigned by the WQL Manager and/or department head(s);

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.

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.
- Upon selection of hire, you will be required to provide additional documents (if necessary) as condition of employment.

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

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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).