



GUAMCOMMUNITYCOLLEGE

## **JOB ANNOUNCEMENT**

### **“OPEN COMPETITIVE”**

**GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:**

<b>POSITION TITLE:</b>  <b>ACCOUNTANT II</b>	<b>ANNOUNCEMENT NUMBER: JA#001-25</b>  <b>POSITION STATUS: Permanent/Full-Time</b>
<b>SALARY: Pay Grade: M</b> <b>Open: 1-7; \$49,731 – \$62,163 per annum</b> <b>Promo: 1-18; \$49,731 – \$87,650 per annum</b>	<b>OPENING DATE:</b> <b>January 08, 2025</b>
<b>DIVISION:</b> <b>FINANCE &amp; ADMINISTRATION</b> <b>Business Office</b>	<b>CLOSING DATE:</b> <b>January 22, 2025</b> <b>5:00 p.m. (GMT +10:00) Guam, Port Moresby</b>

#### **MINIMUM EXPERIENCE AND TRAINING:**

- a) Two years of experience as an Accountant I or equivalent work and graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; **or**
- b) One year of experience as an Accountant I or equivalent work and possession of a certificate as a Certified Public Accountant in a state, territory or the District of Columbia.
- c) Three years of experience as an Accountant I or equivalent work and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester hours of accounting/auditing subjects.

#### **PLUS PURSUANT TO 4 GCA §4101(c):**

All new employment in the service of the Government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

#### **NATURE OF WORK IN THIS CLASS:**

This is complex professional and supervisory accounting work.

Employees in this class perform the full range of complex professional accounting duties, including independent work in specialized areas of the profession, and generally include supervisory responsibilities over the work of subordinate professional accountants and/or accounting technicians.

#### **ILLUSTRATIVE EXAMPLES OF WORK:**

**(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)**

Responsible for the accounting operations of a department/agency; supervises and participates in the maintenance and preparation of department/agency records and accounts.

Makes accounting decisions and provides accounting advice on a wide variety of problems requiring adaptation and modification of the accounting system to meet the needs of the department/agency or to conform with mandated requirements.

Interprets summaries, analysis, reports and a variety of complex financial statements. advises management concerning current financial problems, future programs or financial implications involved in policy decisions; participates in policy and program planning.

Supervises and participates in the audits of financial records.

Coordinates accounting activities with other divisions and central accounting office.

Performs related work as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of management.

Knowledge of basic principles and practices of electronic data processing.

Ability to interpret and apply pertinent laws, rules and regulations governing the accounting of government funds.

Ability to make decisions in accordance with appropriate guidelines.

Ability to design and modify accounting systems and prepare complex financial records and statements.

Ability to analyze and interpret accounting data and make recommendations concerning financial problems, future programs or financial implications involved in policy decisions.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

**WHO SHOULD APPLY:**

Open to the public

**HOW AND WHERE TO APPLY:**

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at [www.guamcc.edu](http://www.guamcc.edu). For more information, visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at [hrjobs@guamcc.edu](mailto:hrjobs@guamcc.edu) or call (671) 735-5537 ext. 5536/5538.

**IMPORTANT INFORMATION:**

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

**VETERANS PREFERENCE:**

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

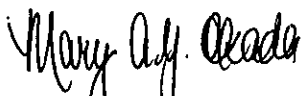
**EDUCATION:**

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization [www.naces.org](http://www.naces.org).

**PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:**

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.  
President

GCC is an equal opportunity provider and employer.

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Email: [hrjobs@guamcc.edu](mailto:hrjobs@guamcc.edu) | Phone: (671) 735-5537 | [www.guamcc.edu](http://www.guamcc.edu)  
PO Box 23069 GMF, Barrigada, GU 96921