



OPEN JOB ANNOUNCEMENT

**COMPETITIVE EXAMINATION
TO ESTABLISH A LIST FOR THE POSITION OF
GENERAL ACCOUNTING SUPERVISOR**

PAY GRADE: M

MINIMUM: Step 8 / Sub Step C - \$71,432.00

MAXIMUM: Step 10 / Sub Step C - \$77,350.00

ANNOUNCEMENT NO. 010-23

**APPLICATIONS WILL BE ACCEPTED
December 22, 2022 – January 09, 2023**

MINIMUM EXPERIENCE AND TRAINING: (A) Two years of experience as an Accountant II 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) Two years of experience as an Accountant II or equivalent work and possession of a certificate as a Certified Public Accountant obtained through written examination in a state, territory or the District of Columbia indicating the certificate number, date, place of issuance, and whether the certificate was obtained through written examination; or (C) Four years of experience as an Accountant II 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 credit hours of accounting/auditing subjects.

NATURE OF WORK IN THIS CLASS: This is complex supervisory and professional accounting and fiscal management work. Employees in this class serve as department/agency accounting and fiscal officer responsible for accounting, budget administration, and related fiscal functions; or assist the department/agency fiscal officer in directing the fiscal operations of a large department or agency.

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.) Supervises the accounting, budget and related fiscal activities of the department/agency. Reviews, analyzes and interprets fiscal reports, statements, and analysis; determines the validity and utility of financial records; appraises the adequacy of internal controls and the quality of accounting procedures; develops and implements new accounting techniques and establishes or modifies existing systems and procedures to provide management with data necessary for policy and program planning. Participates in policy and program planning; provides advice in regard to projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions. Establishes procedures and guidelines in the formulation and administration of the budget, for billing and collection activities, and other related fiscal functions. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS: Knowledge of the principles and practices of accounting. Knowledge of the principles and practices of management. Knowledge of electronic data programming, equipment and systems analysis. Ability to supervise accounting, budget and related fiscal functions. Ability to make decisions in accordance with program guidelines and requirements. Ability to interpret and apply pertinent laws, rules and regulations and other guidelines. Ability to analyze and interpret fiscal data and give advice regarding projected costs, reasonable program levels, trends, revenue and expenditure estimates, and possible funding problems and solutions. Ability to design complex accounting systems and prepare complex financial records and statements. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing.

EDUCATION: Pursuant to 4 GCA § 4101(c)(1), applicants must possess a high school diploma or show successful completion of a General Educational Development (GED) Test, or any equivalent of a general education high school program, apprenticeship program or successful completion of a certification program, from a recognized accredited or certified technical institution, in a specialized field required for the job. To ensure full consideration, applicants claiming degrees or credit hours are required to submit official or verified copies of their university or college transcript with their original application.

PROHIBITION: Pursuant to 4 GCA § 4203.3, "No person convicted of a sex offense under the provisions of Chapter 25 of Title 9 GCA, or an offense defined in Article 2 of Chapter 28, Title 9 GCA in Guam or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed in the Sex Offender Registry shall work in any agency or instrumentality of the Government of Guam".

PRE-EMPLOYMENT MEDICAL EXAMINATION: All applicants accepting employment with the A. B. Won Pat Guam International Airport Authority (GIAA) must undergo and pass a physical examination and be declared as capable to perform the duties of the position the applicant is being hired for as a condition of employment. Expenses for the physical/medical examination must be paid by the applicant.

PRE-EMPLOYMENT CRIMINAL HISTORY RECORDS CHECK: As a condition of employment, applicants selected for this position will be required to undergo and pass a fingerprint-based Criminal History Records Check (CHRC) and a Security Threat Assessment (STA) in order to access secured areas of the airport in accordance with Title 49, Code of Federal Regulations, Part 1542. In the event an applicant is unable to obtain proper security clearance for the position, or GIAA determines that the applicant's pending criminal case or criminal history disqualifies the applicant for the position, GIAA shall rescind its conditional offer of employment to the applicant in accordance with Guam's Fair Chances Hiring Process Act, 22 GCA §§ 6101, et seq.

DRUG SCREENING: GIAA complies with the Department of Administration's Drug Free Workplace Program Operating Procedures. All applicants selected and conditionally offered employment will be required to undergo and pass a mandatory drug test prior to being employed. Failure to submit to or pass such drug test shall result in rescinding the offer of employment.

WORK ELIGIBILITY: Public Law 99-603 (8 USC § 1324A) requires GIAA to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States. GIAA is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position at GIAA, you will be required to present valid documents that will establish your identity and work eligibility.

VETERANS PREFERENCE: Applicants claiming veterans preference are required to attach a copy of their DD-214 (Military Discharge Form) to their original application. Those claiming Veteran's Compensable Disability, please provide a copy of a letter from the Department of Veteran's Affairs, which specifically states your entitlement to civil service preference for a service connected disability.

EVALUATION METHOD: A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

INTERVIEW METHODS: A personal interview will be held by the appointing authority or his designee. Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.

DOCUMENTATION REQUIRED: If you are selected for this position, your selection will be conditional pending submission of recent police and court clearances, taking and passing a drug screening test, and submittal of results on a pre-entry medical physical examination. You will have ten (10) calendar days to submit the mandatory police and court clearances that are no older than 30 calendar days from the date of your notification of selection. The costs to obtain the clearances are at the applicant's expense.

HOW AND WHERE TO APPLY: Open to the public and applicants who meet the minimum qualification requirements may apply for this position. Applications may be submitted to the Personnel Office at the GIAA Administration Office however, are highly encouraged to submit their applications electronically by email to giaahr@quamairport.net. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday (except Holidays). Individuals with disabilities who require special accommodations should contact the Personnel Office prior to any scheduled examinations or interviews.

*NOTE: All applications MUST be received by the Personnel Office no later than close of business (5:00 pm) on or before the closing date of the job announcement, regardless of method of submission.

You may also visit GIAA's website at www.quamairport.com.

For additional information and/or inquiries, please call the GIAA Personnel Office at 646-0300/1/2/3.

APPROVED:



JOHN M. QUINATA
Executive Manager

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. THERE SHALL BE NO DISCRIMINATION IN EMPLOYMENT AGAINST ANY PERSON ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, CREED, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, OR ANY OTHER CLASSIFICATION PROTECTED UNDER FEDERAL AND GUAM LAW, EXCEPT FOR BONA FIDE OCCUPATIONAL QUALIFICATIONS OR LEGAL REQUIREMENTS.